

2017 REGULAR MEETING - CITY COUNCIL / LINCOLN REDEVELOPMENT SUCCESSOR AGENCY /
LINCOLN PUBLIC FINANCING AUTHORITY
January 24, 2017



CITY OF LINCOLN
2017 REGULAR MEETING - CITY COUNCIL /
LINCOLN REDEVELOPMENT SUCCESSOR
AGENCY / LINCOLN PUBLIC FINANCING
AUTHORITY
January 24, 2017

Peter Gilbert, Mayor

Stan Nader, Mayor Pro Tem

Paul Joiner, Council Member

Dan Karleskint, Council Member

Gabriel Hydrick, Council Member

AS A COURTESY, PLEASE TURN OFF ALL CELL PHONES & ELECTRONIC DEVICES DURING THE MEETING

REGULAR CITY COUNCIL

6:00 PM

City Hall

City Council Chambers

600 Sixth Street

Lincoln, CA 95648

1. Call to Order
2. Roll Call
3. Report from Closed Session - (if any)



**2017 REGULAR MEETING - CITY COUNCIL / LINCOLN REDEVELOPMENT SUCCESSOR AGENCY /
LINCOLN PUBLIC FINANCING AUTHORITY**

January 24, 2017

4. Pledge of Allegiance

5. Invocation

6. Agenda Review Modification

- 7. Citizens Addressing Council** - If you wish to address Council on any item of interest to the public and within the Council's purview (the item may or may not be on the agenda), please complete a speaker card (voluntary) and deliver it to the City Clerk prior to the meeting. When your name is called, stand to be recognized by the Mayor. Please note: comments from the audience WITHOUT coming to the podium may be disregarded or ruled out of order. All speakers' time will be limited to three (3) minutes, unless extended by the Mayor. ALL comments/questions should be addressed to the Mayor and in most cases, the City Council is prohibited from discussing or taking action on any item not appearing on the posted agenda.

8. Council Initiated Business

9. Presentations

- 9.A. Recognition of Interim Police Chief Tim Harrigan (Brower)
- 9.B. Swearing in Ceremony for Police Chief Doug Lee (Brower)
- 9.C. **CAFR** - Receive/File Audited Financial Statements for Fiscal Year ended June 30, 2016. (Ambrose)
- 9.D. Lincoln Community Foundation presentation of annual grants, (Lori Cochrane)

- 10. Consent** - NOTICE TO THE PUBLIC: All matters on the Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the City Council or a citizen requests a specific item be removed from the Consent Agenda for separate action. Any items removed will be considered after the remainder of the Consent Agenda.

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- 10.A. **MINUTES** - Approve Minutes of the January 5, 2017 Work Session; January 10, 2017 Regular Meeting; January 11 and 12, 2017 Special Meetings (Strategic Retreat); and January 12, 2017 Special Meeting



**2017 REGULAR MEETING - CITY COUNCIL / LINCOLN REDEVELOPMENT SUCCESSOR AGENCY /
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January 24, 2017**

(Police Chief Swearing In). (Scanlon)

[10A minutes 01-05; 01-10; 01-11; 01-12; 01-12.pdf](#)

10.B. **WARRANTS** - Adopt **RESOLUTION 2017-005** receiving/filing Warrants of January 6 and 13, 2017
(Scanlon)

[10B warrants 01.24.2017.pdf](#)

10.C. **COMMITTEE HANDBOOK** – Adopt **RESOLUTION 2017-006** approving the City of Lincoln Revised Appointment Process and Advisory Body Handbook. (Scanlon)

[10C - Advisory Body Handbook & Revised Appointment Process.final.pdf](#)

10.D. **ALL-WAY STOP CONTROL AT EAST JOINER PARKWAY AND BRIDGESTONE DRIVE** - Adopt **RESOLUTION 2017-007** approving warrants to relocate the all-way stop control at the intersection of East Joiner Parkway and Bridgestone Drive to East Joiner Parkway and Westview Drive. (Leftwich)

[10D All Way Stop Final.pdf](#)

10.E. **McBEAN PARK BASEBALL FIELD RENOVATIONS PROJECT NOC (CIP 385)** - Adopt **RESOLUTION 2017-008** accepting the McBean Park Baseball Field Renovations Project as complete and authorize the City Clerk to file the Notice of Completion with the Placer County Recorder. (Leftwich)

[10E McBean Baseball Field NOC CIP 385 .DOC1.Staff Report Resolution and Attachment A&B.2017January24.REVISED.twilliams.pdf](#)

10.F. **RECOGNIZED OBLIGATION PAYMENT SCHEDULE**- the Successor Agency to the Dissolved Redevelopment Agency of the City of Lincoln Adopt **SUCCESSOR AGENCY RESOLUTION 2017-01S** approving and adopting the Recognized Obligation Payment Schedule for the period July 1, 2017 through June 30, 2018 ("ROPS 17-18"). (Ambrose)

[10F SR - Successor Agency ROPS Approval 1-24-17 SA.pdf](#)

11. Public Hearings

11.A. **LAKESIDE 6, PHASE 7 & 8** – (1) Conduct a public hearing for the Lakeside 6, Phase 7 & 8; consider the information contained in the report and testimony of the public; and, take the following actions: (2) Adopt **RESOLUTION 2017-009**, determining that no further environmental analysis is necessary to satisfy the requirements of the California Environmental Quality Act(CEQA) based on a determination that no new or substantially more severe impacts would result from the project and the prior analysis contained in the originally adopted Mitigated Negative Declaration adequately addresses environmental impacts; (3) Adopt **RESOLUTION 2017-010**, approving a General Plan Amendment; (4) Introduce and waive first reading of **ORDINANCE 936B** approving a rezone of the project site; (5) Introduce and waive first reading of **ORDINANCE 937B** approving the amended Lincoln Aircenter General Development Plan and Development Standards; (6) Adopt **RESOLUTION 2017-011**, approving a Vesting Tentative Subdivision Map; (7) Adopt **RESOLUTION 2017-012**, approving the



**2017 REGULAR MEETING - CITY COUNCIL / LINCOLN REDEVELOPMENT SUCCESSOR AGENCY /
LINCOLN PUBLIC FINANCING AUTHORITY
January 24, 2017**

Lakeside 6, Phase 7 & 8 Specific Development Plan and Development Permit. (Prosser)

[11A Complete.compressed.pdf](#)

12. General Business

12.A. Approval of Contract for Water Rate Study - Adopt **RESOLUTION 2017-013** that authorizes the City Manager to execute a Professional Services Agreement in the not-to-exceed amount of \$78,050 with Raftelis Financial Consultants, Inc. (RFC) for the completion of a water rate study and augments the FY 2016-17 budget in the amount of \$120,000 to fund the study and related costs. (Ambrose)

[12A Water Rate Study contract.pdf](#)

12.B. PLACEMENT OF SEXUALLY VIOLENT PREDATOR IN PLACER COUNTY – Approval of letter supporting Placer County District Attorney's opposition to placement of Sexually Violent Predator in Placer County (*letter to be drafted after Council direction*). (Lee)

13. Information Items

13.A. Friends of Lincoln Library (FOLL) President's Message (Mary Nader)

[FOLL President's message.pdf](#)

13.B. Certificate of Service Award to Vic Freeman. (Gilbert)

[Freeman certificate.pdf](#)

13.C. Certificate of Service Award to Mark Hutchinson. (Gilbert)

[Hutchinson certificate.pdf](#)

13.D. Western Placer Unified School District Board / City Council meeting format. (Gilbert)

14. Adjournment



**2017 REGULAR MEETING - CITY COUNCIL / LINCOLN REDEVELOPMENT SUCCESSOR AGENCY /
LINCOLN PUBLIC FINANCING AUTHORITY
January 24, 2017**

NOTE: *Materials related to an item on this Agenda submitted to the Council/Redevelopment Successor Agency after distribution of the agenda packet are available for public inspection in the City Clerk's office at 600 Sixth Street, Lincoln, CA during normal business hours. Such documents are also available on the City of Lincoln's website at <http://www.lincolncalifornia.gov/> subject to staff's availability to post the documents before the meeting.*

In compliance with the American with Disabilities Act, the City will provide special assistance for disabled members of the public. The meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need a disability-related modification or accommodation to participate in the meeting, please contact the City Clerk's Office at (916) 434-2490. As a courtesy, please make every effort to inform the Clerk of your needs at least 24 hours prior to the meeting so the City may make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to applicable laws and regulations, including without limitation, California Government Code Section 65009 and/or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (including any action regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, the public hearing.



10A

DRAFT MINUTES
CITY OF LINCOLN CITY COUNCIL &
LINCOLN REDEVELOPMENT SUCCESSOR AGENCY
SPECIAL MEETING MINUTES
Council Work Session
January 5, 2017

OPEN SESSION

1:30PM – 3:30PM* -First Floor Conference Room

Mayor Gilbert called the meeting to order at 1:32PM and stated there was a closed session immediately following this meeting.

- 1. ROLL CALL** Councilmen present: Gabriel Hydrick (*delayed – arrived at 1:42pm*)
Paul Joiner
Dan Karleskint
Mayor Pro Tem: Stan Nader
Mayor: Peter Gilbert
Staff members present: Matt Brower, City Manager
Leslie Walker, City Attorney
Steve Ambrose, Support Services Director
Jennifer Hanson, Public Services Director
Tim Harrigan, Interim Police Chief
Ray Leftwich, City Engineer
Gwen Scanlon, City Clerk
Matt Wheeler, Community Development Director

Various City employees, consultants and members of the public were also present.

2. PLEDGE OF ALLEGIANCE led by Councilman Dan Karleskint

3. PUBLIC COMMENT

a) Lena Labowsky, a Lincoln resident, stated she heard the water rate comments given by residents at the last Council meeting and encouraged Council to sit down with these residents to avoid a lawsuit.

4. STAFF REPORT -

4.A. WATER MASTER PLAN - Recommend City Council: 1) Review Draft Water Master Plan prepared by Tully & Young (city's consultant) as an Information Item 2) Hear presentation by Tully & Young detailing the utility, highlights, and content of the Draft Water Master Plan; and 3) Provide comments/questions for staff and consultant to bring Final Draft of Water Master Plan to Council for adoption at a later meeting.

Matt Wheeler, Community Development Director, introduced Gwyn-Mohr Tully, the City's consultant on the Water Master Plan who provided a powerpoint presentation and a lengthy discussion ensued. Mayor Gilbert opened the discussion to the public at 1:30PM with the following comments:

a) Lena Labowsky, a Lincoln resident, stated she was confused if a decision had been made regarding the Groundwater Sustainability Agency and Jennifer Hanson, Public Services Director, replied that a formal decision has not yet been made and that it would come to the Council for formal action at a later date.



- b) A gentleman who did not provide his name or address asked how the Council arrived at the no more than 10% of groundwater being utilized and why the factor of 10% of the 2050 General Plan number wasn't used and questioned why the City was adding additional wells.
- c) Another gentleman who did not provide his name or address questioned the General Plan Environmental Impact Report assumptions.

Matt Wheeler stated he was seeking direction from City Council as to whether they could act on the Water Master Plan or if more time was needed. Council consensus was to bring this back for action in approximately one month with one more push to gather public comment on the plan.

4.B. Recreation Facility Standards

Jennifer Hanson, Public Services Director, presented a powerpoint with a brief discussion ensuing. Mayor Gilbert opened the discussion to the public at 3:20PM with the following comments:

- a) Roger Ueltzen, Park & Recreation Committee Chairman, stated in order to provide more basketball courts the school courts would need to stay open longer hours.
- b) Phil Rodriguez, Lewis Communities, stated the process was great and this would be a valuable tool for developers as long as park components did not cost more than the Public Facility Element fees for parks.
- c) Bruce Castle, a Lincoln resident, stated he appreciates the standards but requested more connectivity of trails for bicyclists.

Matt Brower, City Manager, acknowledged the work done by staff and the Park & Recreation Committee as these types of standards are typically created by consultants at a cost to cities and Councilman Nader concurred and thanked Chairman Ueltzen and entire committee.

5. COUNCIL INITIATED BUSINESS - none

6. ADJOURNED by Mayor Gilbert at 3:40PM who stated Council would immediately adjourn to closed session item:

Conference with Legal Counsel – Anticipated Litigation.

Significant exposure to litigation pursuant to Government Code section 54956.9(d)
(One Potential Case)

Submitted by Gwen Scanlon, City Clerk





10A

DRAFT MINUTES
CITY OF LINCOLN CITY COUNCIL, PUBLIC FINANCE AUTHORITY
and REDEVELOPMENT SUCCESSOR AGENCY
Regular Meeting
January 10, 2017

OPEN SESSION MEETING

City Hall - Third Floor Conference Room

1. CALL TO ORDER by Mayor Gilbert at 6:00PM.

2. ROLL CALL: Councilmen present: Gabriel Hydrick (*delayed – arrived 6:01PM*)

Paul Joiner

Dan Karleskint

Mayor Pro Tem:

Stan Nader

Mayor:

Peter Gilbert

Roll Call: 5 members present, 0 members absent, 0 members excused.

Staff members present:

Matthew Brower, City Manager

Mona Ebrahimi, City Attorney

Steve Ambrose, Dir. Support Services

Mike Davis, Fire Battalion Chief

Jennifer Hanson, Public Services Director

Ray Leftwich, City Engineer

Tim Harrigan, Police Chief

Gwen Scanlon, City Clerk

Matt Wheeler, Community Development Director

Various City employees, consultants and members of the public were also present.

3. REPORT FROM CLOSED SESSION – none.

4. PLEDGE OF ALLEGIANCE led by City Treasurer Jerry Harner.

5. INVOCATION by Pastor Lane Olsen of New Song Community Church.

6. AGENDA REVIEW MODIFICATION - NONE

7. CITIZENS ADDRESSING COUNCIL

a) Scott Leaman, Western Placer Unified School District Superintendent, thanked City Staff for installation of stop signs near the high school and communication during today's storm. He continued that his newly seated Board of Directors asked him to come to City Council on their behalf to schedule meetings between the City Council and Board. Mayor Gilbert requested the City Clerk add this topic to the next meeting agenda to discuss.

8. PRESENTATIONS - none.

9. CONSENT

Mayor Gilbert stated Items 9D, Village 7 Ordinance Amendments Second Reading, had been removed from the Consent Agenda and asked if there were any members of the public that would like to remove an item. Byron Chapman requested Item 9F, Airport Capital Improvement Program, be pulled from consent.

Motion to Approve the balance of the Consent Agenda. Moved by Councilman Paul Joiner, seconded by Councilman Dan Karleskint. **By the following Vote (Approved):** Joiner – Aye, Karleskint – Aye, Hydrick – Aye, Nader – Aye and Gilbert- Aye, the following items:



Page 2 of 3

City Council, Public Finance Authority and
Redevelopment Successor Agency
Regular Meeting
January 10, 2017

- A. **MINUTES** – Approve Minutes of the December 13, 2016 Regular Meeting.
- B. **WARRANTS** – Adopt **Resolution 2016-001** receiving/filing Warrants of December
- C. **BIKE FACILITIES 3RD & O STREETS** - Adopt **RESOLUTION 2016-002** approving plans and technical specifications, and authorize the Engineering Department to proceed with the bidding process for the construction of the Bike Facilities – 3rd and O Streets Project.
- E. **ADOPTION OF TEXT AMENDMENTS TO CHAPTER 18.22, COMMERCIAL DISTRICT (OUTDOOR STORAGE), AND 18.60, ALCOHOL SALES** – Second reading and adoption **Ordinance 934B** amending Chapter 18.22 – Commercial District; and, **Ordinance 935B** amending Chapter 18.60 – Alcohol Sales.

ITEMS PULLED FROM CONSENT

Councilman Paul Joiner stated he had pulled Item 9D because he recused himself from the first read so he would be recusing himself from the vote on the second read.

- D. **VILLAGE 7 PHASE 1 VESTING TENTATIVE SUBDIVISION MAP AND RELATED AMENDMENTS** - Second reading and adoption of **ORDINANCE 927B** amending the General Development Plan to reflect the amended land uses requested by the applicant and **ORDINANCE 928B** amending the Village 7 Development Agreement between the City of Lincoln and Lincoln Land Holdings LLC aka Lewis Communities.

Motion to Approve the second reading of **ORDINANCE 927B** and **ORDINANCE 928B**. Moved by Councilman Dan Karleskint, seconded by Councilman Gabriel Hydrick. **By the following Vote (Approved):**, Karleskint – Aye, Hydrick – Aye, Nader – Aye, Gilbert- Aye and Joiner – Recused, the following item:

Second reading and adoption of **ORDINANCE 927B** amending the General Development Plan to reflect the amended land uses requested by the applicant and **ORDINANCE 928B** amending the Village 7 Development Agreement between the City of Lincoln and Lincoln Land Holdings LLC aka Lewis Communities.

Byron Chapman, a Lincoln resident, stated he requested this item be pulled from consent as he wanted to clarify the grant would cover the expenses as the Airport had been in the red the past few years and wondered where the funds would be coming from. Matt Brower, City Manager, stated the Federal Aviation Administration (FAA) requires cities to submit a five year capital improvement program as part of the grant application and by approving this program the City wasn't obligated to spend any funds but stated the City would be spending approximately \$500,000 and getting approximately \$11 million in grants.

- F. **AIRPORT CAPITAL IMPROVEMENT PROGRAM**- Adopt **RESOLUTION 2016-003** updating the Fiscal Year 2017- 2022 Airport Capital Improvement Program (ACIP) to approve nine (9) various City of Lincoln Capital Improvement Program (CIP) projects that will be completed over the next five years.

Motion to Approve **RESOLUTION 2016-003**. Moved by Councilman Paul Joiner, seconded by Councilman Gabriel Hydrick. **By the following Vote (Approved):**, Joiner – Aye, Hydrick – Aye, Karleskint – Aye, Nader – Aye and Gilbert- Aye, the following item:

RESOLUTION 2016-003 updating the Fiscal Year 2017- 2022 Airport Capital Improvement Program (ACIP) to approve nine (9) various City of Lincoln Capital Improvement Program (CIP) projects that will be completed over the next five years.

10. PUBLIC HEARINGS - none



Page 3 of 3

City Council, Public Finance Authority and
Redevelopment Successor Agency
Regular Meeting
January 10, 2017

11. GENERAL BUSINESS

A. COMMITTEE APPOINTMENTS – Adopt **Resolution 2016-004** confirming City & Regional committee.

Councilman Nader stated he thought the City should have a policy, particularly with regional committees, that alternates should be designated as next appointee to committees. A brief discussion ensued regarding when to discuss this issue and Councilman Nader concluded the discussion by stating he just wanted to express his opinion.

Motion to Approve **RESOLUTION 2016-003**. Moved by Councilman Paul Joiner, seconded by Councilman Gabriel Hydrick. **By the following Vote (Approved):**, Joiner – Aye, Hydrick – Aye, Karleskint – Aye, Nader – Aye and Gilbert- Aye, the following item:

Resolution 2016-004 confirming City & Regional committee appointments.

12. INFORMATION ITEMS

Mayor Gilbert reminded everyone of the Lincoln Area Chamber of Commerce Excellence Awards on January 27, 2017 at the Orchard Creek Ballroom.

13. COUNCIL INITIATED BUSINESS

Councilman Hydrick questioned how the City system was doing during the day's extreme weather and storm and Jennifer Hanson, Public Services Director, gave a brief report.

15. COMMITTEE REPORTS

Councilman Joiner reported he attended a joint meeting with the City and Placer County Water Agency.

Councilman Nader reported he and Councilman Karleskint had attended a Placer County Conservation Plan meeting. He also reported he had attended an Operation Make a Difference, the City Airport Committee and California Economic Summit.

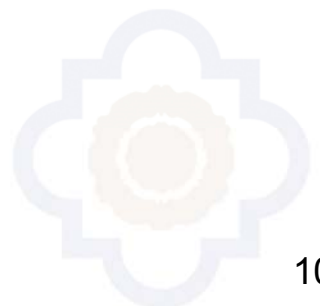
Councilman Hydrick stated he would be out of town at the next Lincoln Municipal Advisory Council on January 23, 2017 and asked if Councilman Karleskint could attend as alternate who said he would be able to attend.

Mayor Gilbert recognized the Boy Scouts that were in attendance, reported he attended the Placer Mosquito and Vector Control District Board meeting and congratulated all committee appointees.

17. Mayor Gilbert **ADJOURNED** the regular meeting at 7:00PM.

Submitted by:

Gwen Scanlon, City Clerk





10A

DRAFT MINUTES
CITY OF LINCOLN CITY COUNCIL &
LINCOLN REDEVELOPMENT SUCCESSOR AGENCY
Special Meeting – Strategic Retreat
January 11, 2017, 8:00 AM
Sun City Lincoln Hills
Orchard Creek Lodge - Heights & Gable Ballroom
965 Orchard Creek Lane
Lincoln, CA

1. **ROLL CALL:** Councilmen present: Gabriel Hydrick
Paul Joiner
Dan Karleskint
Mayor Pro Tem: Stan Nader
Mayor: Peter Gilbert
City Treasurer: Gerald Harner
Staff members present: Matt Brower, City Manager
Leslie Walker, City Attorney
Steve Ambrose, Director of Support Services
Mike Davis, Fire Battalion Chief
Ray Leftwich, City Engineer
Jennifer Hanson, Public Services Director
Doug Lee, Incoming Police Chief
Shawn Tillman, Economic Development Manager
Matt Wheeler, Community Development Director
Astrida Trupovnieks, Human Resources Manager
Gwen Scanlon, City Clerk
Kathryn Hunt, Library Manager

Various members of the public were also present.

2. **STRATEGIC PLANNING AND GOAL SETTING** (Item expected to last several hours.)
- 2.A. WELCOME (Day 1 retreat agenda)
- 2.B. State of the Administration
- Reflections on FY 16
 - Celebrating successes, *powerpoint distributed at the meeting and made a part of these minutes by mention thereof.*
 - Noting important learnings
 - SWOT
 - 2016 Action Register report out
- 2.C. State of the Administration
- Fiscal Report
- 2.D. Strategic Planning Process - Foundations & Priorities
- *Department scorecards distributed at the meeting and made a part of these minutes by mention thereof.*



Page 2 of 2
City Council and Lincoln Redevelopment
Successor Agency Meeting Minutes
Special Meeting – Strategic Planning
January 11, 2017

2.E. Strategic Planning Process - Discussion Items

- OPEB
- General Plan & Affordable Housing, *report distributed at the meeting and made a part of these minutes by mention thereof.*
 - o Councilman Joiner recused himself from the meeting at 3:14PM
 - o Discussion ensued regarding Creekside Village development and whether City should take any action such as issuing a Request for Proposals for developing as an Affordable Housing project with Council consensus to take no action.
 - o Councilman Joiner returned to the meeting at 3:37PM
- Proposed City Council Agenda Changes
 - o Council discussed proposed agenda changes:
 - Combining Pledge of Allegiance & Invocation into Opening Ceremony
 - Council consensus was to not make this change leaving both Pledge of Allegiance & Invocation on the agenda.
 - Remove Council Committee Reports
 - Council consensus was to make this change but to include policy decisions on the agenda under Information Items and to include agendas and minutes on the City website whenever available.
 - Move Council Initiated Business up on the agenda to just prior to Presentations
 - Council consensus was to make this change

3. CITIZENS ADDRESSING COUNCIL

- Dan Cross, incoming Planning Commissioner, stated Council should concentrate on attracting businesses and residential development.
- Lena Labowsky, a Lincoln resident, stated she had spoken to real estate agents and heard that the City's development fees were too high and suggested staff research adjoining jurisdictions' fees so that City could give the best fees possible.
- Michele Hutchinson, incoming Planning Commissioner, stated she attended just to get the information provided at the meeting.

4. ADJOURNMENT at 4:20PM

Submitted by:

Gwen Scanlon, City Clerk



City of
Lincoln CALIFORNIA

2016 Year in Review

Council Retreat
January 2017

Goal I

Economic Hub



Economic Activity

- Net new jobs from existing businesses 2016: 287
 - Western Placer, Veriphone, Sierra Pacific Industries, Gladding McBean, Lincoln Meadows, Printrbot, C&R Landscape, Sutter Health, Thunder Valley
- New jobs from new businesses 2016: 92
 - Cokeva, CLEAR, UrthPact, Carbon Innovations
- New jobs from new businesses anticipated in 2017: 148
 - In-N-Out, National Food Distribution, PRIDE Industries, Anytime Fitness, Independent Restaurant
- Population growth: 1.5-2%
- Commercial vacancy: 6%

Current Economic Opportunities

- **Commercial development**
 - Grocery at Lincoln Crossing
 - Hotel
- **Industrial development**
 - Growth in fulfillment operations
 - Food grade concentration
 - Recycling, advanced processing concentration
- **Lincoln Regional Airport**
 - Vintage aircraft museum
 - Schedulers and dispatchers
- **Downtown Lincoln**
 - Leverage sports and cultural activities

Economic Development Successes



PRIDE
INDUSTRIES
The power of purpose

Bayabelle
BOUTIQUE



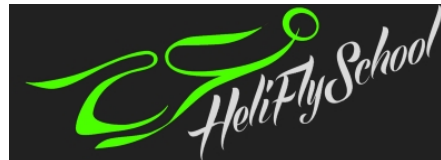
UrthPact™
Where consumption leaves no footprint



ReFiber

Green Vulture, LLC

Leave No Waste for the Future™



cokeva

Verifone®



California ISO

Wayfinding Signs



Lincoln Theatre Company



Lincoln Theatre Company
Choristers present
Lincoln Sings
 Directed by: Eric Rainwater
BROADWAY
 Tickets
 Premium reserved: \$15
 first 3 rows
 (plus small ticketing fee)
 General reserved \$13
 (plus small ticketing fee)
 Feb. 26 7:30 pm
 Feb. 27 7:30 pm
 Feb. 28 2:00 pm
 Tickets Available On-Line
www.lincolnthatrecompany.org

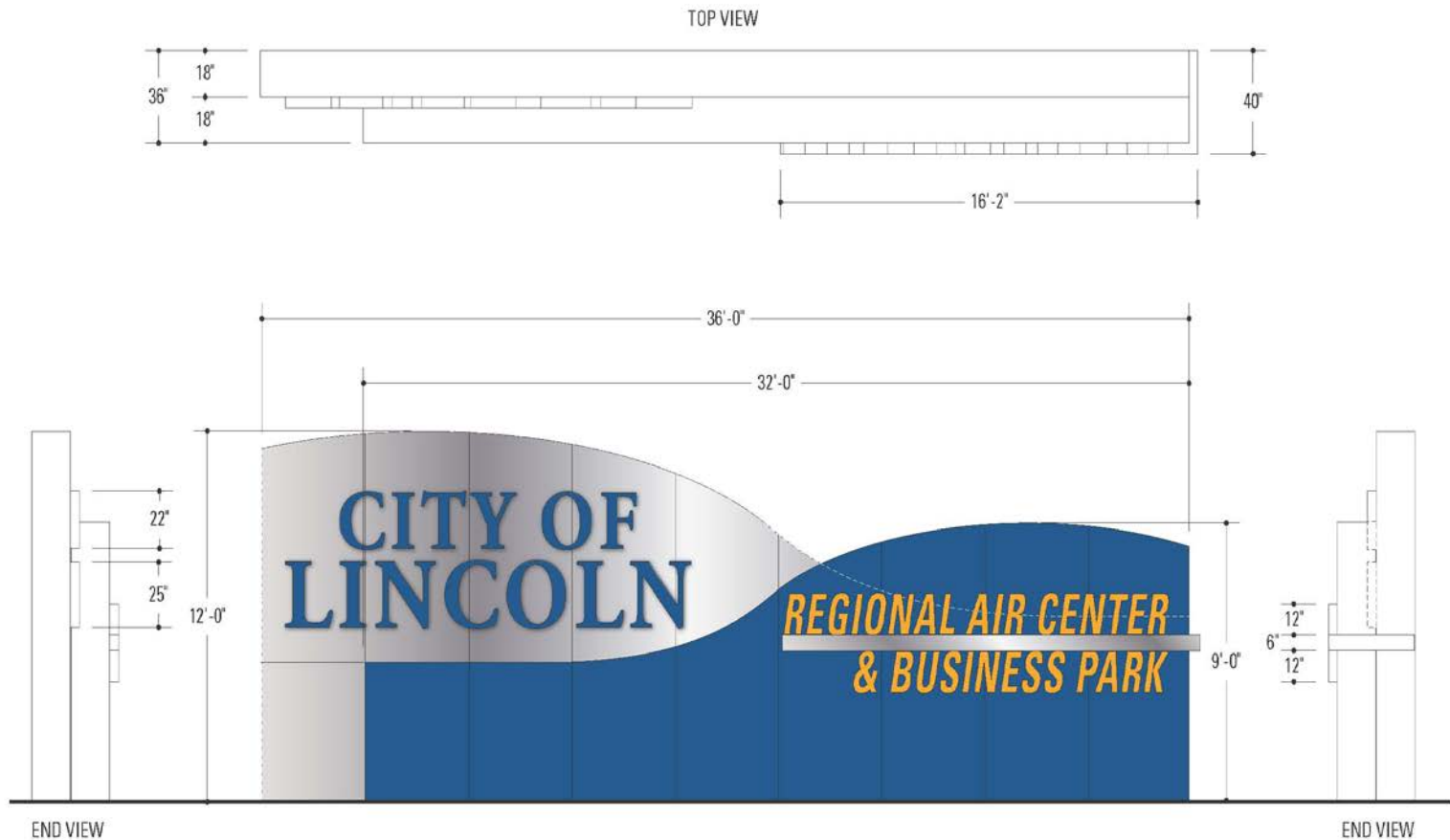
Lincoln Theatre Company Presents
 Young Performers Edition
Bye Bye Birdie
 Book by Michael Stewart
 Music by Charles Strouse
 Lyrics by Lee Adams
 Directed and Choreographed by Cindy Stanley
 Musical Direction by Peggy Schechter
 Premium Seating \$17.50
 General Seating \$15.50
 July 22-23-29-30 7:30 PM
 July 24-31 2 PM
 Lincoln Civic Auditorium 511 5th Street Lincoln, CA
 Tickets available online at www.lincolnthatrecompany.org
 or our Box Office (916) 409-7030



Great West League Announcement



Airport Entry Monument



ILLUMINATED MONUMENT SIGN

- **STRUCTURE** - GALVANIZED STEEL UNISTRUT@ INFRASTRUCTURE CLAD WITH DIBOND@ ALUMINUM COMPOSITE PANELS
- **BACK/LEFT** - BRUSHED ALUMINUM FINISH PAINTED PANTONE 2925/BUE
- **FRONT/LEFT** - PAINTED PANTONE 2925/BUE
- **RACEWAY** - MIRROR POLISHED ALUMINUM
- **"CITY OF LINCOLN"** - 4" DEEP FACE-LIT CHANNEL LETTERS TO MATCH PANTONE 2925/BUE
- **"REGIONAL AIR..."** - 4" DEEP FACE-LIT CHANNEL LETTERS TO MATCH PANTONE 130/YELLOW

National Night Out 2016



OFFICE / INDUSTRIAL



CAL ISO (Independent System Operations)
Building

COMMUNITY / RETAIL / COMMERCIAL



Critter Creek
Veterinary



Bella Boutique



Outpatient Clinic

COMMUNITY / RETAIL / COMMERCIAL



Fiddymment Farms

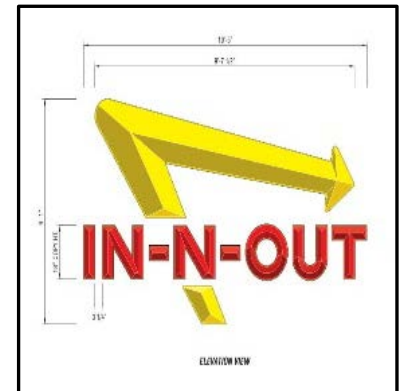
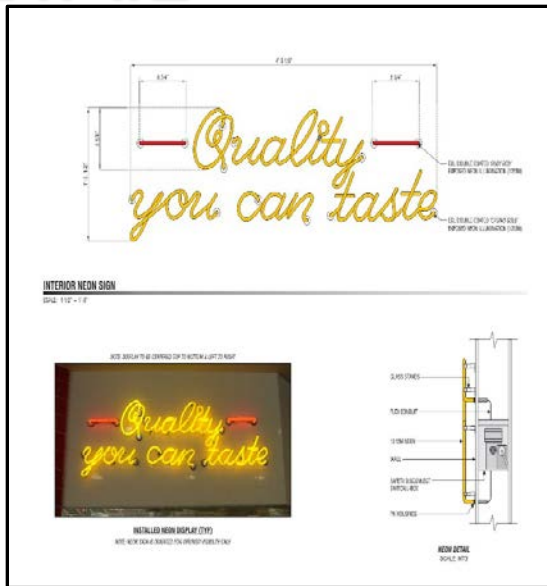


Pride Industries



LDS Church

COMMERCIAL / RETAIL







1 **VILLAGE 7**
General Development Plan
D. Neighborhood 3
(addendum 8-25-2016)
(addendum 8-25-2016)

LAND USE PLAN



Figure 4-1: Land Use Plan

VILLAGE I: Annexation and Infrastructure Finance Plan

Public Review Draft Report

Lincoln Village 1 Infrastructure and Public Facilities Financing Plan

Volume 1—Financing Policy and Strategy

For Distribution to Council



Prepared for:

City of Lincoln

Prepared by:

Economic & Planning Systems, Inc. (EPS)
Frayji Design Group, Inc.

August 2016

EPS #152068

Economic & Planning Systems, Inc.
2700 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833-4270
916 649 8010 tel
916 549 2070 fax

Oakland
Sacramento
Denver
Los Angeles

www.epsys.com

Village 1 Infrastructure and Public Facilities Financing Plan (Financing Plan) Volume 2 - Infrastructure and Phasing Plan City of Lincoln, California

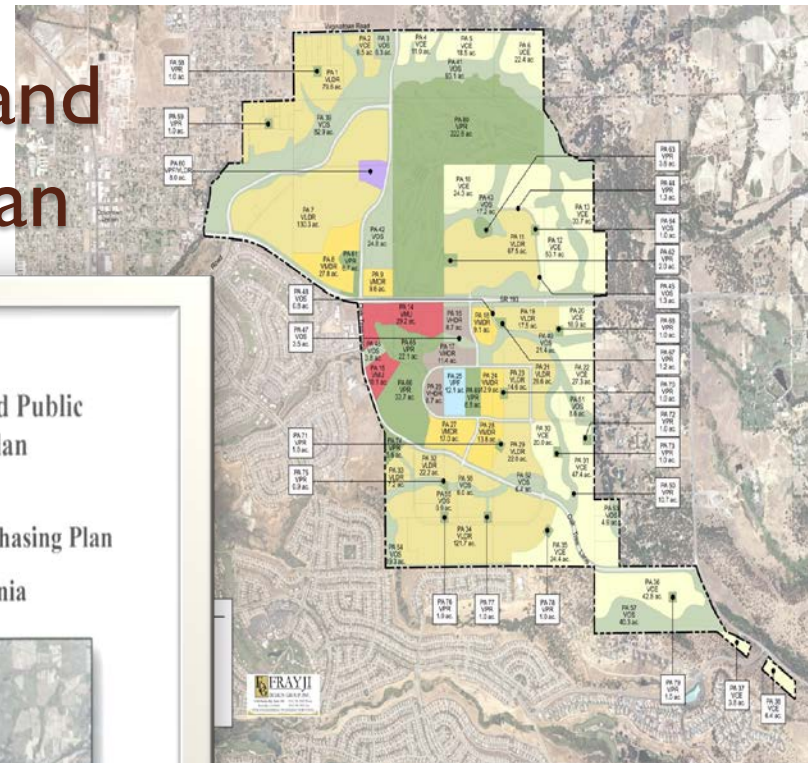


August 9, 2016

Prepared By:



1540 Eureka Road, Suite 100
Roseville, CA 95661
Phone: (916) 782-3000 Fax (916) 782-3995
www.frayjideg.com



Goal 2

Infrastructure



C Street Waterline Replacement

Included the following elements:

- 2,310 lf of 8" PVC Waterline
- 58 Water service connections
- 5 Fire hydrants

Construction Cost:
\$502,350



Airport Crack Seal

Included the following elements:

- 13,000 lf of Cracks were Sealed
- 11,000 lf of Cracks were Rehabilitated
- 45,000 sf of Runway & Taxiway Markings were Repainted



Construction Cost: \$99,000

Jimenez Park Phase 2



**Anticipated
Construction Cost -
\$1.4M
Anticipated
Completion Date –
April 2017**

Nathan Dubin Park



**Anticipated
Construction Cost -
\$2.5M**

**Anticipated
Completion Date –
Spring 2017**



Pavement Management Plan Update

Included the following elements:

- Field condition surveys of all City streets
- Development of maintenance and rehabilitation strategies for the City's street network.

I	Good		100
II/III	Fair (non-load)	Fair (load-related)	70
IV	Poor		50
V	Very Poor/Failed		25
			0
Condition Category	Pavement Condition		PCI

East Avenue Safe Routes to School

Included the following elements:

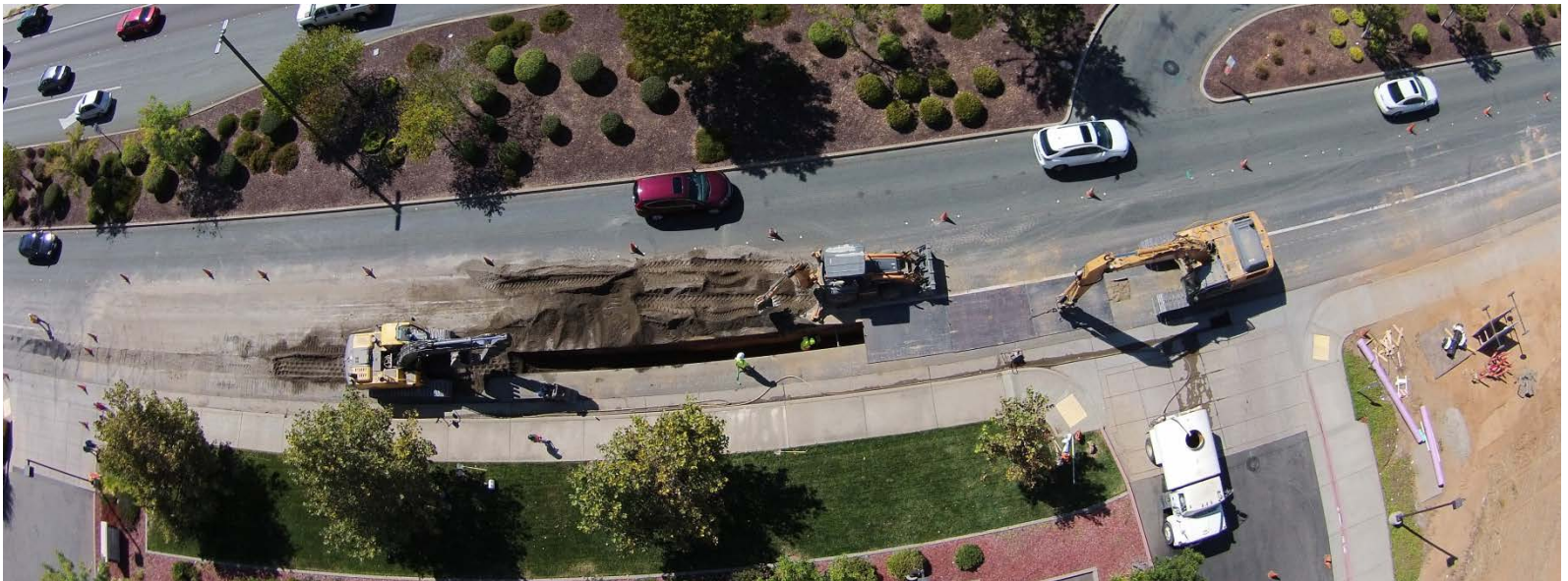
- 2,100 lf of old **Curb and Gutter** was replaced
- 2,400 lf of non-compliant **Sidewalk** was replaced
- 16 **ADA Ramps** were installed
- 4 New **Drainage Inlets** were installed



Construction Cost: \$536,000

Chambers Drive/Nicolaus Road Sewer Improvements and Phase I Reclamation

- 2016 Sacramento APWA Project of the Year Award – Sewer Category.



Landfill Closure



McBean Stadium – Phase I



Last Saved: 1/14/2016 10:56:55 AM wslndell.D:\Project\City of Lincoln\GIS\Figures\Regional\Project Overview\85x11.mxd



New Equipment Purchases

Fleet has tackled many large equipment purchases this year. Millions of dollars well spent to update equipment that was overdue for replacement.



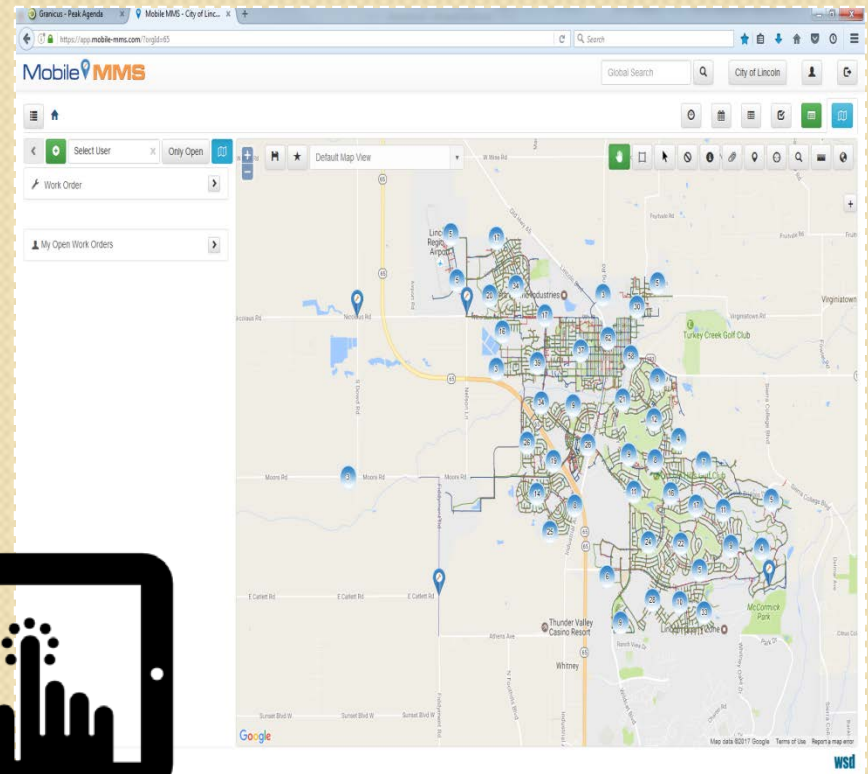
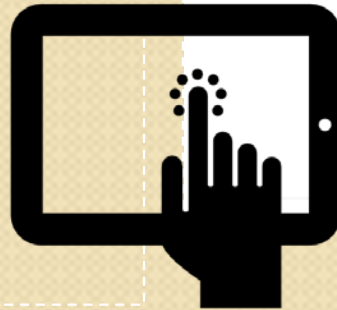
Streetlight Retrofit Project

- ❑ Reduces electric bill by over 50%
- ❑ Directs light downward
- ❑ Offers a Softer Light
- ❑ Provides a Clearer Light
- ❑ Low Maintenance Cost
- ❑ Longer Lifer Cycle



New Work Order System for Public Services Dept.

- ✓ Cloud-based
- ✓ GIS mapping
- ✓ Asset management
- ✓ Mobile device response
- ✓ Workload efficiency
- ✓ Enhanced project management

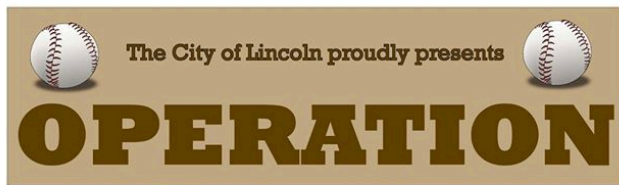


Water Meter Replacement

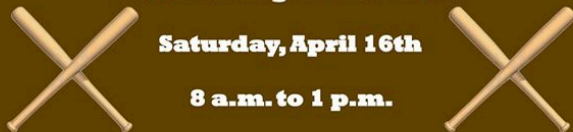
In previous years, the City would have long list of broken water meters to replace and/or fix that would reach up to 160 meters on a monthly basis. Public Services has focused on replacing these broken meters and has reduced the list so that it now averages 10 to 15 per month. This is an important task so as to ensure that full water costs are properly captured by their respective user.



Operation Home Run



**Operation HOME RUN is a Day of Volunteerism
Dedicated to making McBean Stadium and
surrounding areas SHINE!**



Saturday, April 16th

8 a.m. to 1 p.m.

Meet at McBean Park Stadium Parking Lot

**Call Jill at 434-2448 to Volunteer or
email Jill.Thompson@lincolncanva.gov**

www.lincolncanva.gov




Goal 3

Organizational Excellence



Water Conservation Results Achieved!

City of Lincoln Water Savings Tracking 				
Month/Year	Total Monthly Flow for 2013 (Million Gallons) (BASELINE)	Total Monthly Flows for 2015/2016 (Million Gallons)	Gallons Saved (Million Gallons)	Monthly Savings (%)
June 2015	415.68	253.57	162.11	38.9983%
July 2015	474.30	292.45	181.85	38.3409%
August 2015	451.60	296.55	155.05	34.3328%
September 2015	375.93	276.69	99.24	26.3988%
October 2015	315.86	233.17	82.69	26.1793%
November 2015	224.60	145.29	79.31	35.3108%
December 2015	168.90	120.58	48.32	28.6086%
January 2016	127.37	110.12	17.25	13.5463%
February 2016	141.21	111.28	29.93	21.1926%
March 2016	209.75	120.25	89.50	42.6689%
April 2016	250.58	183.96	66.62	26.5851%
May 2016	382.12	254.41	127.71	33.4204%
June 2016	415.68	328.83	86.85	20.8932%
July 2016	474.30	389.44	84.86	17.8916%
August 2016	451.60	391.99	59.61	13.1997%
September 2016	375.93	332.83	43.10	11.4657%
October 2016	315.86	221.75	94.11	29.7948%
November 2016	224.61	141.35	83.26	37.0669%
Totals =	5795.89	4204.53	1591.36	
	Cumulative Savings =	27.4566352%		



Lincoln residents continue to conserve water and increase the cumulative water savings for the City. Great job!

Lincoln Wins the Regional Water Authority's annual Water Taste Test for 2016!



Twelve Bridges Library

NEW HOURS START SEPTEMBER 1

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Closed	11 AM to 5 PM	11 AM to 5 PM	11 AM to 5 PM	10 AM to 5 PM	Closed	11 AM to 5 PM

You spoke, we listened.
This schedule is based on YOUR survey responses.
Thank you for all your feedback!



New Hours



New Self-Check Stations

AirFest 2016



Art in Public Places Campaign

Completion of Phase 2 and Unveiling Ceremony



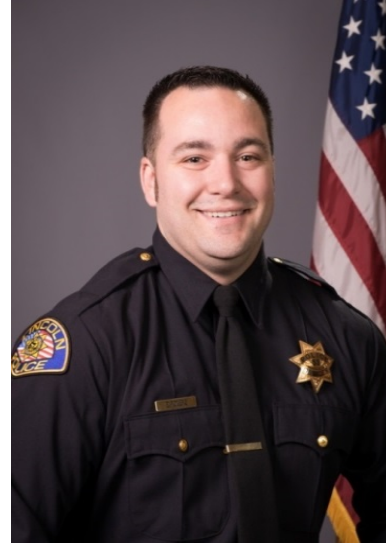


Placer Law Enforcement Awards

This year the Placer Law Enforcement Awards were hosted by the Auburn Police Department at Destiny Christian Church. This year there were over 23 Award Recipients, 2 of which were from Lincoln Police Department. Corporal Jeff Morse and Officer Bryce Rogers received the Silver Medal of Valor for their heroic actions and going above and beyond the call of duty.



Lincoln Police Corporal
Jeff Morse



Lincoln Police Officer
Bryce Rogers

Police Department Hiring Update

On November 19th Lincoln Police Department hired on Reserve Officer Clint Massey. Massey had been a Reserve with the department since August 2015.

Lincoln Police Department is in the process of hiring a second officer who is currently in the background process.

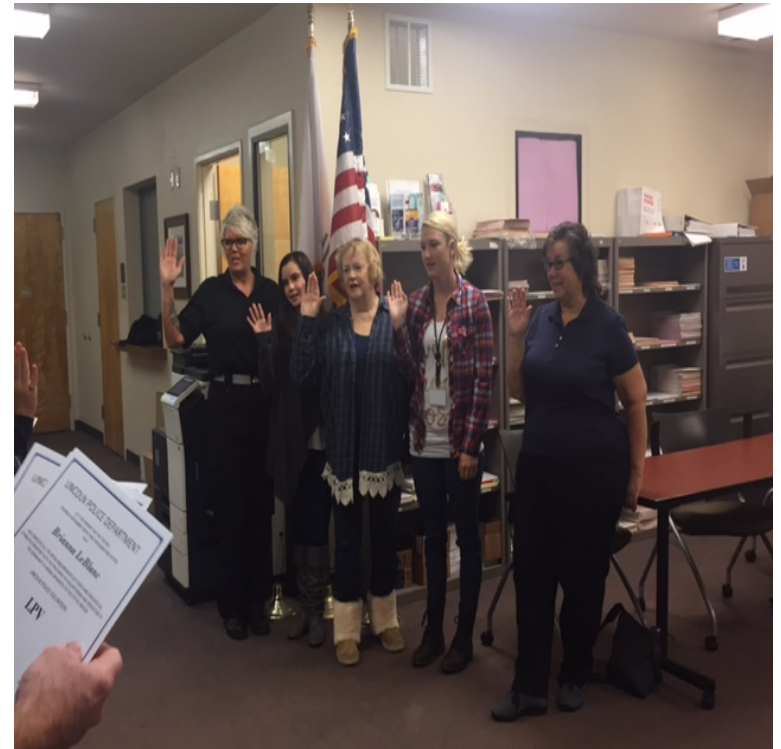
In addition, Lincoln Police are currently in the process of filling the vacant position in Dispatch.



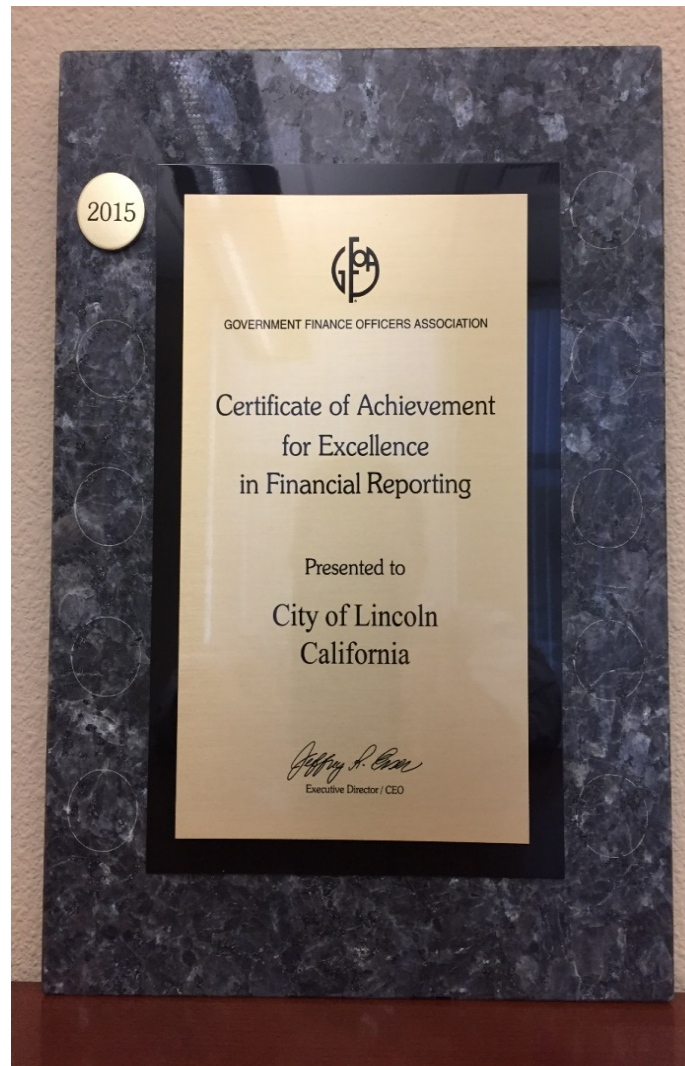
Lincoln Police Officer Clint Massey

Lincoln PD New Volunteers

- Through out the year, Lincoln Police have welcomed new volunteers who assist with duties in Patrol, Parking Enforcement, Front Office and Special Events. To date, we have 37 Volunteers. Our volunteers also maintain the Vacation Home Check Program, Livescans and Golf Cart Registrations.



City Received GFOA Award for Fiscal Year 2014-15 CAFR



New Budget Forms



Project Title: McBean Baseball Field Improvements Project #: 123

Department/Division/Accountable Person
CMO/Economic Development/Shawn Tillman

Project Duration
Fiscal Year Start = 2/15
Fiscal Year End = 8/15

Project Location or Request
McBean Baseball Field located at southwest corner of McBean Park.

Strategic Goal Relevance
Economic Development--project is anticipated to spur economic activity in downtown area and in area hotels. Project is anticipated to leverage City investment by approx. 164%.

Legislative/Regulatory; Health & Safety; Council Priority
Council Priority--Economic Development of downtown area.

Project Description/Business Justification

Project is focused almost exclusively on making improvements to the playing field to comply with collegiate requirements. City executed a 10 year agreement with William Jessup University (WJU) to play all home games at McBean Field. Improvements will include new synthetic turf infield; equipment to maintain infield; new outfield grass and irrigation system; foul poles; center field fencing and fence cap; perimeter fencing and warning track; batting cages; dug-outs; and electronic score board. This project is considered phase 1. Phase 2, which is currently unprogrammed, would entail improvements to stadium or seating area. Play is expected to begin in Spring of 2017 with practice games in the Fall of 2016. Improvements will also benefit Lincoln Little League and possibly a summer collegiate wood bat team.

Project's Return on Investment

Leveraging City's Investment: City's initial investment \$400k. Partner investment of \$530k to \$657k (William Jessup University \$250k-\$347k; Placer Valley Tourism \$250k; and Lincoln Little League \$30k to \$60k). Impacts of Travel: Based on an expected 340 room nights during regular season, total annual economic impacts of travel sum to \$263,446k.

Operating Cost Impacts of Project/Request

Field maintenance costs are expected to decrease. Turf infield will result in less mowing, edging, fertilizing, watering, field dragging, and chalking. The outfield's irrigation system, nearly 40 years old, will be replaced by a new system resulting in less irrigation maintenance.

Project's Impact on Other Departments

The project is expected to attract visitors to our community. This may result in increased public safety demands.

Project Linkages/Synergies

The project is expected to attract a summer wood bat collegiate team. The team would play its home games at the field during the summer months (June thru August). This arrangement is not expected to commence until summer of 2017.

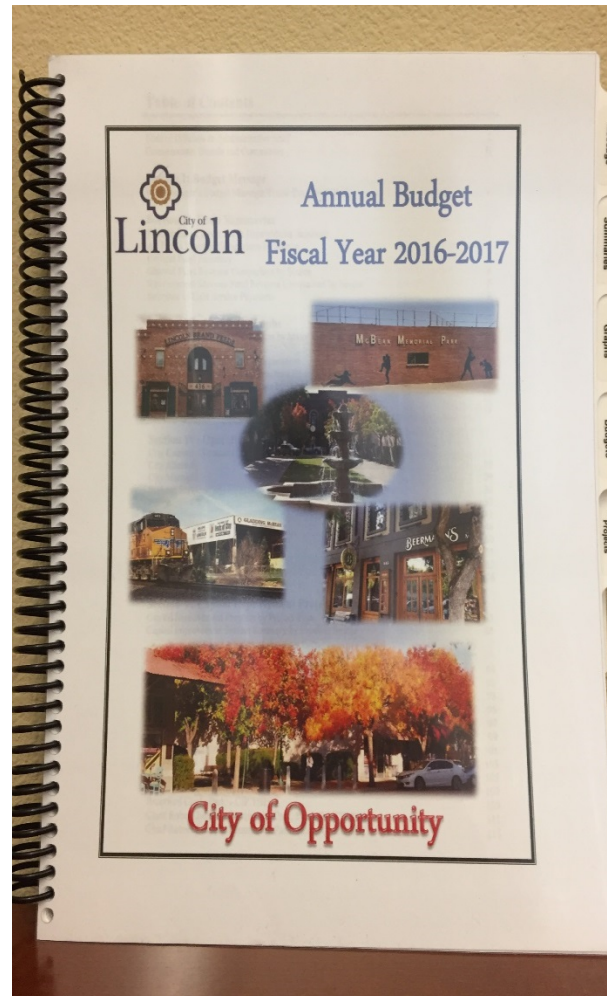
City of Lincoln
Fiscal Year 2015-2016 Capital Improvement Plan

Prioritization	
Dept.	Final
90	

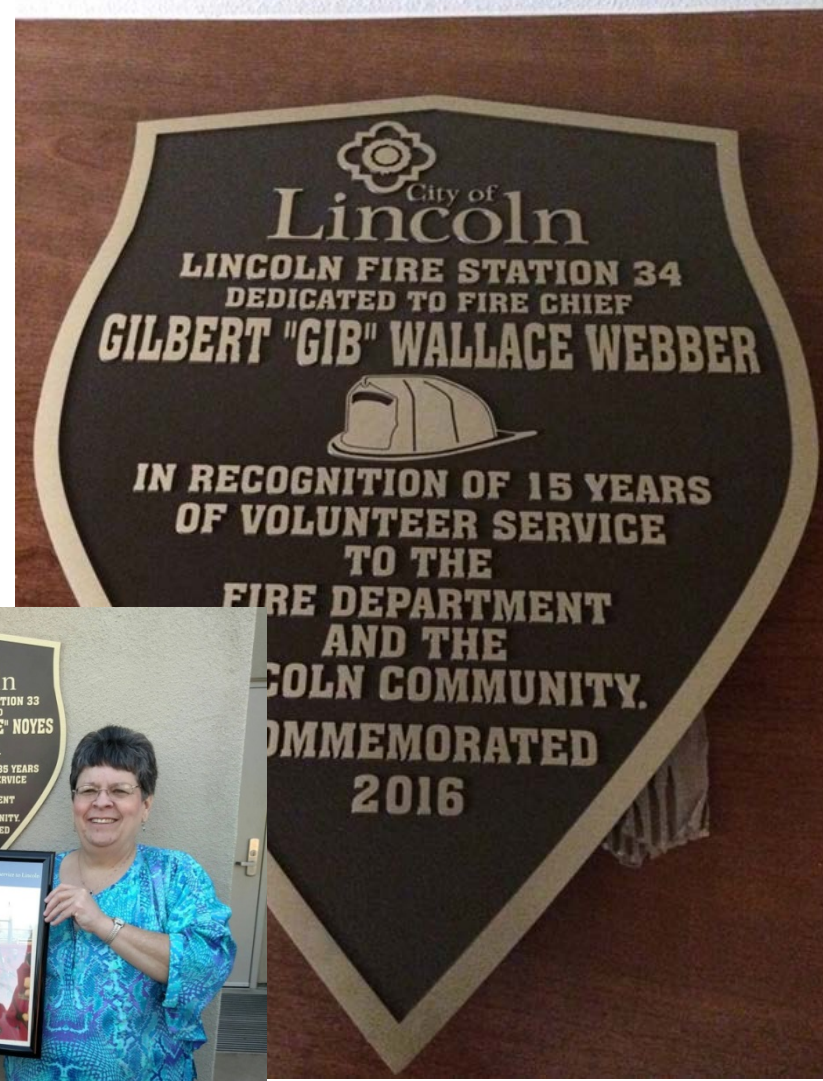
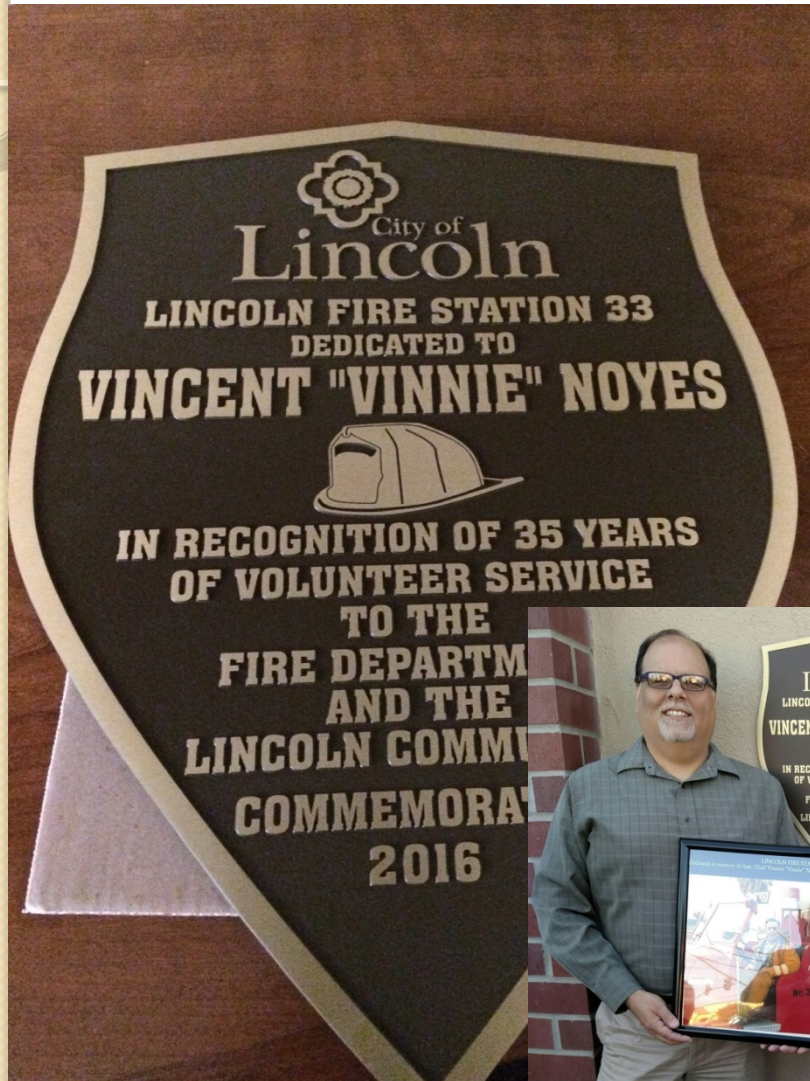
Relevant Graphic Detail



Completion of FY 2016-17 Budget with Improved CIP



Fire Station Dedications



Goal 4

Team Cohesion



2016 Shop With A Cop

On December 10th, Lincoln Police Officers and Professional Staff joined together with members of the Rocklin, Roseville, Auburn, Placer County Sheriff's Office and California Highway Patrol for the annual Shop with a Cop. Lincoln Police took six deserving kids out for the day and on a special shopping trip at Target. This is an event we look forward to every year!



Lincoln Police Sergeant
Matt Alves



Lincoln Police Officer Todd
Rayback

Safety Day at Carlin C Coppin



Principle Shamryn Coyle and students get a tour of the LPD patrol car



Lincoln Police have a patrol car on display during the Safety Awareness event for all to see.



School Resource Officer Steve Krueger and Police Chief Timothy Harrigan give safety tips to students.

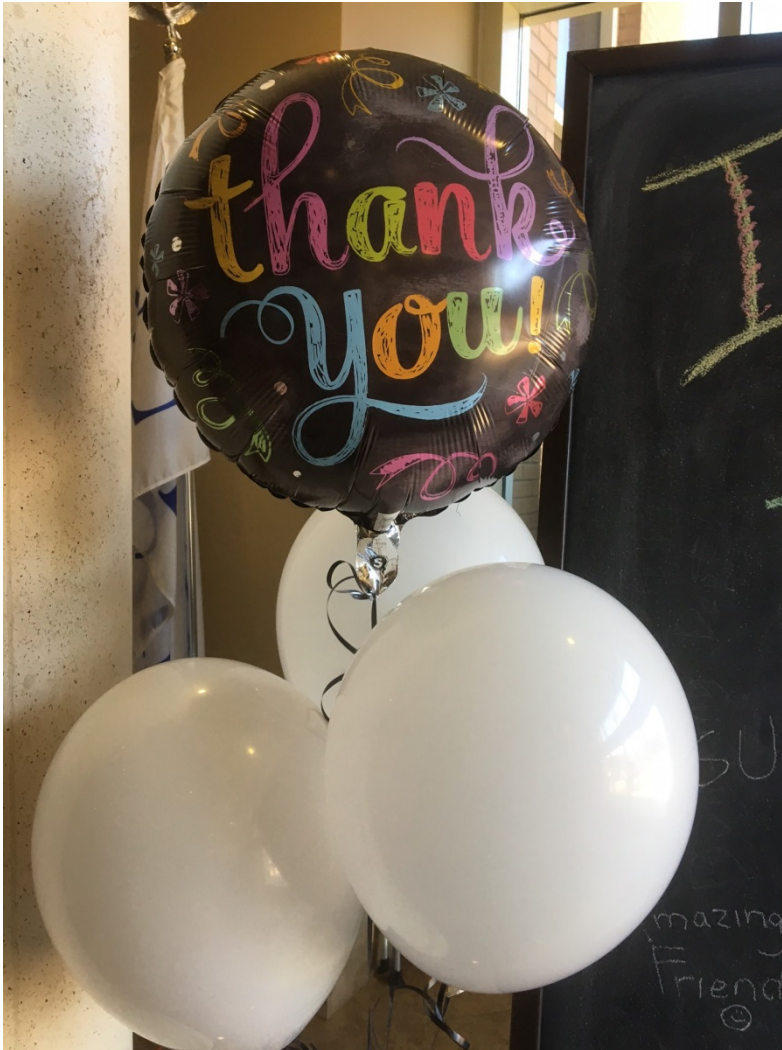
Fire Department Santa Neighborhood Drive



Fire Department Turkey Drive



Volunteer Appreciation Reception



Thank You!



Thank you, City Council, for your
continued support in our on-going
efforts to help achieve our vision to
make Lincoln
“A City of Opportunity.”

Library Balanced Score Card 2016/2017

Goal	Performance Measure	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD	Target
Economic Development															
Goal	Performance Measure	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD	Target
Infrastructure	1 % of funded CIP projects reaching milestones														100%
Goal	Performance Measure	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD	Target
Organizational Excellence	1 % Overall Customer Satisfaction w/ Library (External Customers)														90%
	2 Unique Initiative--Reduce items in "lost" or "missing" status														2.5%
	3 Unique Initiative--Increase average monthly database usage														2.5%
	4 Staff reports submitted to City Clerk on time														100%
	5 % Complete Employee Goal-Setting and Action Planning														100%
Goal	Performance Measure	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD	Target
Team Cohes	1 Reduce s. emp. Turnover through increased engagement														Cap at 50%
	2 Accountability: % Annual Emp. Reviews Completed														100%

Council Priority: Economic Development	Economic Development Committee (EDC) Scorecard		
	Sub Category: Business Climate		Notes/Instructions for Metrics and Targets
	Metric 1: Percentage of 9 Public Committee Members Directly Involved in Implementing Plan Goals	Target 1: 75%	Examples of being “Directly Involved in Implementing Plan Goals” can include, but not be limited to a) serving on a subcommittee or task force formed to support identified goal(s); b) carrying out an aspect of a specific action plan step; c) serving as chair or vice chair of EDC. One to two metrics and supporting targets need to be identified in order to gauge effectiveness of EDC. Identifying metrics is challenging due to the link that needs to exist between the metric and goals.
	Metric 2: Provide quarterly reports to City Council	Target 1: Four presentation to provide feedback on opportunities and threats based on data	
	Supporting Goals		Notes/Instructions for Establishment of Supporting Goals
	Goal 1: Communication and Branding	Outcome: Implement digital media communications plan; implement branding refresh	Each goal needs to have sufficient details to make sure it’s a SMART Goal: Specific, Measurable, Attainable, Relevant and Time-bounded. For example, each goal needs to contain sufficient information to understand specific intent and desired outcomes—the title alone is insufficient to understand desired outcomes and intent.
	Goal 2: Data Collection, analysis and recommendations	Outcome: Data profile to evaluate patterns to help identify opportunities and threats.	
	Goal 3: Linkages and Relationships	Outcome: Develop leads into ____ prospects	
	Goal 4: Advocacy	Outcome: Develop information and data through interactions with businesses to inform EDC plans	
	Goal 5: Tools for staff use	Outcome:	
	Action Plan for Goal Achievement		Notes/Instructions for Action Plans
	Action Plan 1: Develop social media communications plan; review existing City logo and branding to determine if a refresh/update is needed.		Each goal requires an action plan, or the identification of specific steps that when undertaken would result in the

Action Plan 2: Leverage existing Go to Market Strategy and/or conduct new target industry sector analysis to identify leads for development into prospects.	achievement of the goal. Steps can be one-time or ongoing.
Action Plan 3:	
Action Plan 4: Business Recognition Program	
Action Plan 5:	

Recommended Charter and Procedural Changes

- 1) **PROCEDURE** Meeting Minutes:
 - a. Timely Review: Minutes are to be drafted and circulated in a timely fashion to all members of the committee for input. Minutes, containing proposed input, would be noted as “Reviewed but not adopted,” until formally adopted by the EDC committee.
- 2) **CHARTER** Clarify term of EDC leadership is 2 consecutive years.
- 3) **CHARTER** Amend charter to require that 5 members must live within City’s sphere of influence.
- 4) **CHARTER** Remove the term “review” from the committee’s duties and objectives. This should help solidify the committee’s core focus.
- 5) **PROCEDURE** Monthly presentations at EDC to include, from time-to-time, updates on planning/development projects.
- 6) **PROCEDURE** Inter-committee communication: To improve knowledge and understanding of EDC committee members, minutes of City committees will be placed on City web site. Additionally, from time-to-time representatives from other city committees to provide updates on key issues.

Priorities of EDC Committee

- 1) Creating jobs
- 2) City revenue growth

CITY OF LINCOLN GENERAL PLAN

The City of Lincoln 2008 General Plan update replaced the 1988 General Plan. The City subsequently adopted the Housing Element in 2013 (which conforms to the current General Plan). The 2008 General Plan guides the orderly development of the City with a planning horizon to 2050, representing a buildout population of 132,000 residents.

Growth and Construction

The City has experienced eight years of sluggish growth in single-family dwelling units (SFDU) since the adoption of the General Plan. During this period with the lowest point for new construction occurred during the years 2010 and 2011.

Year	SFDU
2009	116
2010	91
2011	92
2012	216
2013	246
2014	286
2015	234
2016	188
Total	1,469

Note: a 3% growth projection represent approximately 550 dwelling units per year

General Plan Amendments

Since adoption of the 2008 General Plan, the City has processed six General Plan Land Use Diagram Amendments. These include the following projects:

- Placer County Airport Land Use Compatibility Plan – expand and redefine the flight zone area
- Lincoln Crossing Village 11
- Twelve Bridges [area around Colonnade and Bella Breeze]
- Sorrento Village 10
- Meadowlands
- Village 7 Phase 1 (Specific Plan Amendment)

Land Use Expansion into Sphere of Influence

Since adoption of the 2008 General Plan, the City has processed two large specific plan area villages in accordance with the General Plan policy:

Village 7 – Specific Plan and General Development Plan have been approved. Annexation into the City for major portion of the Village 7 specific plan area has been completed.

Village 1 - Specific Plan and General Development Plan have been approved. Annexation into the City for major portion of the Village 1 specific plan area has been completed.

The Village 5 specific plan area (Specific Plan and General Development Plan) is currently in process.

Zoning Amendments

The zoning ordinance translates the City's General Plan into specific regulations. Traditionally, agencies will update the zoning ordinance after adoption and completion of a General Plan update in order to make certain zoning and development codes accurately reflect the vision and ideas embodied in the General Plan.

Aside from State mandated code changes since its adoption, staff is not aware of any City of Lincoln code changes being made reflective of amended General Plan Policies. However, there may be opportunity to amend some General Plan Policies to facilitate programs (such as affordable housing) if desired. This approach would require associated environmental analysis and a General Plan Amendment. *[Proceed with Caution]*

General Plan Report Card

Late last year (November Council Workshop) staff brought forward a comprehensive list of General Plan Implementation Measures with an update on progress/status for each item. Council provided feedback to staff for prioritization of items as well as questions on some items for future consideration of revision/amendment. Staff intends to bring a formal General Plan Report Card to Planning Commission and City Council early this year for review and ultimate submittal to the State in April.

General Plan Update Timing

- Sluggish growth in City since adoption of the current General Plan
- Eight years of time, but little "effective mileage" on the plan (3 to 5 years of effective growth)

Staff recommendation is to prepare for a General Plan Update - scheduled to take place in 5 to 8 years from now. Anticipated cost for update and associated environmental (CEQA) efforts is several hundred thousand dollars (current ballpark ~ \$500,000). Question: how to start building the funds for a General Plan Update?

CITY OF LINCOLN AFFORDABLE HOUSING DISCUSSION ITEMS

The state's dissolution of Redevelopment Agencies in 2012 removed an important component of the affordable housing development landscape. Currently, Lincoln has no formal program of incentives or requirements to facilitate construction of affordable housing.

Current Options Available to Developers / Residents

Developers have the ability to implement/construct housing which would meet the needs of affordability at various levels. Options include:

- Planned Development District Zoning (flexible standards)
 - Small Lots
 - Clustering of Units
 - Zero Lot Lines (setbacks)
 - Narrower Streets
- Second Dwelling Units
- Private Grants

In addition, city residents have options for assistance such as:

- First Time Homebuyer Program (CalHome Grants)
- CDBG Housing Rehabilitation Program

Other Policy / Program Options for Council Consideration

Council can consider adoption of new policies and/or programs to facilitate affordable housing. These can be in the form of additional flexibility of standards, incentives, and/or requirements for inclusionary housing. Options could include one or a combination of:

- Reduction of maximum lot coverage standards [*flexibility*]
- Reduction of minimum lot size and setback standards [*flexibility*]
- Fee reductions for affordable housing projects [*incentive*]
- Deed restrictions on Second Units for affordability with fee reductions [*incentive*]
- Inclusionary Housing requirement for development [*forced requirement*]
- Other City-initiated financing programs [*incentive*]

Council should consider the level of priority for developing new programs or updating policy related to affordable housing, as compared to other (competing) City-wide Growth, Economic Development, Infrastructure, and Organizational Efficiency goals.

CITY OWNED PROPERTY - CREEKSIDE VILLAGE PROJECT

The City and former Redevelopment Agency contemplated development of a 6.28-acre site known as Creekside Village. The property is located at First Street, adjacent to Fire Station #34.

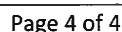


The plan included twenty-three (23) residential lots with the following breakdown:

- Sixteen (16) units intended to be constructed as a mutual self-help housing projects for low income persons/families
- Seven (7) units intended to be sold to qualified very-low income persons/families

The economic decline since approval of the Final Subdivision Map stalled progress prior to construction of the project. However, the entitlements are still valid and include approvals for architectural/site design and details, including an adopted Mitigated Negative Declaration.

1. Does Council have a desired timeline (and priority level) for disposition of the property?
2. There is value associated with the approved entitlement; would Council prefer to move forward with development consistent with the previous design, or consider other development proposals?
3. Does Council desire to pursue a direct developer selection or Request for Proposal (RFP) process?
4. Does Council desire to consider a mutual self-help housing project partner or conventional affordable housing partner?
5. Does Council wish to consider re-zoning the property to a higher-density designation?
6. Is Council willing to consider financial concessions such as sale of the property below market value, reduction in entitlement processing costs, or fee waivers to incentivize development?
7. Is Council interested in forming a Housing Trust Fund with the property sale proceeds to establish an in-lieu fee program to facilitate future affordable housing projects?





10A

DRAFT MINUTES
CITY OF LINCOLN CITY COUNCIL &
LINCOLN REDEVELOPMENT SUCCESSOR AGENCY
Special Meeting – Strategic Retreat
January 12, 2017, 8:00 AM
Sun City Lincoln Hills
Orchard Creek Lodge - Heights & Gable Ballroom
965 Orchard Creek Lane
Lincoln, CA

1. **ROLL CALL:** Councilmen present: Gabriel Hydrick
Paul Joiner
Dan Karleskint
Mayor Pro Tem: Stan Nader
Mayor: Peter Gilbert
City Treasurer: Gerald Harner
Staff members present: Matt Brower, City Manager
Mona Ebrahimi, City Attorney
Leslie Walker, City Attorney
Steve Ambrose, Director of Support Services
Mike Davis, Fire Battalion Chief
Ray Leftwich, City Engineer
Jennifer Hanson, Public Services Director
Doug Lee, Incoming Police Chief
Shawn Tillman, Economic Development Manager
Matt Wheeler, Community Development Director
Astrida Trupovnieks, Human Resources Manager
Gwen Scanlon, City Clerk
Kathryn Hunt, Library Manager

Various members of the public were also present.

2. **STRATEGIC PLANNING AND GOAL SETTING** (Item expected to last several hours.)

2.A. Welcome (retreat agenda - day 2)

2.B. Strategic Planning Process

- Brown Act Training
- Solid Waste
- Fire Medical Emergency Response Model (no documents for this item)
- Public Facility Element (PFE) Policy
 - o *Letter from Chris Tyler dated January 10, 2017 was distributed at the meeting and made a part of these minutes by mention thereof.*
 - o *Tony Frayji, Frayji Development Group, stated he, and other developers that had attended outreach meetings regarding the proposed PFE policy, had requested the fee dollar amounts prior to Council approving. Steve Ambrose, Support Services Director, stated the proposed policy is just for the policy and proposed projects and the fee dollar amounts would be calculated after approval of the policy document.*
- Wastewater Treatment Plant Funding
 - o Council discussion ensued regarding all three proposed options



Page 2 of 2
City Council and Lincoln Redevelopment
Successor Agency Meeting Minutes
Special Meeting – Strategic Planning
January 12, 2017

- Mayor Gilbert motioned and Councilman Hydrick seconded to approve Option 2 with unanimous approval

▪ **Option 2 (Oxidation Ditch):**

WWTRF Expansion Options							
	Expansion size (WWTRF size)	Additional EDU's	Description	Design Cost	Construct Cost	Total Cost	Cost per EDU's
Option 1	0.8 MGD (6.7 MGD)	3,720	Clarifier	\$2,153,000	\$7,612,000	\$9,765,000	\$2,625
Option 2	1.3 MGD (7.2 MGD)	6,046	Oxidation Ditch	\$3,601,000	\$13,402,000	\$17,003,000	\$2,812
Option 3	2.1 MGD (8.0 MGD)	9,767	Oxidation Ditch and Clarifier	\$5,998,000	\$22,993,700	\$28,991,700	\$2,968

- Role of Elected Officials in Econ Dev, Councilman Nader *distributed 'The Future?' at the meeting and made a part of these minutes by mention thereof.*
- Airport Monument Sign

2.C. Strategic Planning Process - Council's Insights for 17-18

3. **CITIZENS ADDRESSING COUNCIL - none**

4. **ADJOURNMENT at 4:00PM**

Submitted by:

Gwen Scanlon, City Clerk



January 10, 2017

Hon. Peter Gilbert
Mayor
City of Lincoln
600 6th Street
Lincoln, CA 95648

Re: PFE Implementation Plan and Policies

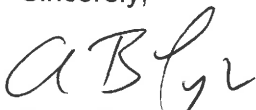
Dear Mayor Gilbert:

As the City Council prepares for its strategic retreat, I simply ask that it consider the testimony that I provided at its December 13, 2016 City Council meeting. Downtown and infill development are highlighted as strategic goals in the General Plan. Burdening vacant infill parcels and Downtown properties with the cost of infrastructure necessary to serve the un-urbanized General Plan Villages and Special Use District areas is inconsistent with the General Plan's objectives regarding Infill and the Downtown.

For eight years I had the privilege of serving as a Planning Commissioner in my hometown of Modesto, CA. One of the issues we grappled with was how we could reinvigorate our downtown which had been decimated by the construction of a mall on the urban edge, adjacent to highway 99, in the 1970's. The highway 65 bypass poses the same threat to Lincoln's downtown core. In Modesto, we took steps to implement form based zoning codes and, more recently, revised fees specific to the downtown. The same approach with regard to fees should be considered for Lincoln's existing urban core.

Many cities the size of Lincoln operate multiple fee zones. Fortunately Lincoln's PFE policies also allow for such an approach. I simply ask that the City Council direct its staff and consultants to segment infrastructure in its study such that multiple fee zones could be considered, including one for the existing urban core. Undertaking a more granular analysis at work inception would not subsequently preclude adoption of a single City-wide fee, but importantly, it would provide the City Council with opportunity for more informed decision-making. Thank you for your consideration of this scope request as you prepare to kick off the City's consultant, Goodwin Consulting Group.

Sincerely,


Chris Tyler

Cc: Matthew Brower, City Manager ✓
Steve Ambrose, Director of Support Services



December 12, 2016

Mr. Matthew Brower
City Manager
City of Lincoln
600 6th Street
Lincoln, CA 95648
VIA EMAIL: mbrower@lincolnca.gov

Re: PFE Implementation Plan and Policies; **Agenda Item 12F**

Dear Mr. Brower:

I appreciated the opportunity to participate in the PFE workshops that staff conducted for the development community. As I mentioned in those workshops, I would be concerned if an updated PFE fee program did not sufficiently differentiate between already urbanized areas for which adequate infrastructure currently exists and the future Village and Special Use District areas which the to-be-adopted PFE infrastructure is largely planned to serve.

The City's General Plan outlines several policy goals that the PFE policy and resultant fee structure should further, not hinder.

Policy LU-1.5: Infill development

The City shall pursue the development of vacant infill parcels in and around the Downtown area.

Policy LU-1.9: Existing Assets

*The City will promote the use of vacant infill parcels and the intensifying of land uses on parcels that are underutilized **in order to better utilize existing public infrastructure.***

Burdening vacant infill parcels that have access to existing public infrastructure or parcels in and around the Downtown with an updated PFE fee laden with infrastructure necessary to serve the un-urbanized General Plan Villages and Special Use District areas would run counter to these General Plan goals.

Aside from my belief that a thorough nexus analysis would not support the application of a single uniform city-wide PFE fee, it is likely that many existing projects are vested both in the current PFE policies and in the infrastructure underlying the current PFE program itself. Fortunately, the City's existing PFE policies provide for the creation of fee programs for specific areas or zones. I want to thank the City for carefully evaluating the merits of such an outcome.

A couple of language changes in the proposed updated PFE Implementation Plan and Policies document that I would flag for further discussion and clarification are:

TERRAVEST DEVELOPMENT GROUP, LLC * 3208 Wycliffe Drive, Modesto, CA 95355 * 925-383-9066

- Preamble (Current)

The purpose of this Implementation Plan is to guide the adoption of Public Facility Element Fees ("PFE Fees") which are legally defensible, equitable to the affected landowners and that will provide funds for identified projects when the need for those projects arise.

- Preamble (Proposed Revised Policy)

The purpose of this Implementation Plan is to guide the adoption of Public Facility Element Fees ("PFE Fees") which are legally defensible, commensurate with the impact of development, and that will provide funds for identified projects when the need for those projects arise.

I seek clarification from the City as to the meaning of this language change.

- III (E) (Current)

Fixing Fees: Once a developer has been given tentative map approval, the Infrastructure Fees are fixed and not subject to change based upon additions and/or deletions to the Master PFE List or changes in the number of EDU's. Community Facilities Fees are fixed when the building permit is issued or the Community Facilities Fees are paid.

- III (E) (Proposed Revised Policy)

Fixing Fees: Infrastructure Fees and Community Facilities Fees are fixed when the building permit is issued and the fees are paid.

I seek clarification from the City as whether it believes this policy change, which no longer provides any limitation on additions or deletions to Master PFE List, would conflict with the vesting tentative map statutes. It would be my personal belief that an open-ended fee policy would not be legally defensible when considering the vesting map statutes.^{1 2} Accordingly, I would not recommend that the proposed language change to III (E) be adopted.

Thank you for considering my input and for addressing my questions. I may be reached at 925-383-9066.

Sincerely,


Chris Tyler

Cc: Steve Ambrose, Director of Support Services, email: Steve.Ambrose@lincolncal.gov
Mona Ebrahimi, City Attorney, email: mebrahimi@kmtg.com
Leslie Walker, Assistant City Attorney, email: lwalker@kmtg.com
Gwen Scanlon, City Clerk, gscanlon@lincolncal.gov

¹Bright Development v. City of Tracy, *supra*, 20 Cal.App.4th at p. 793

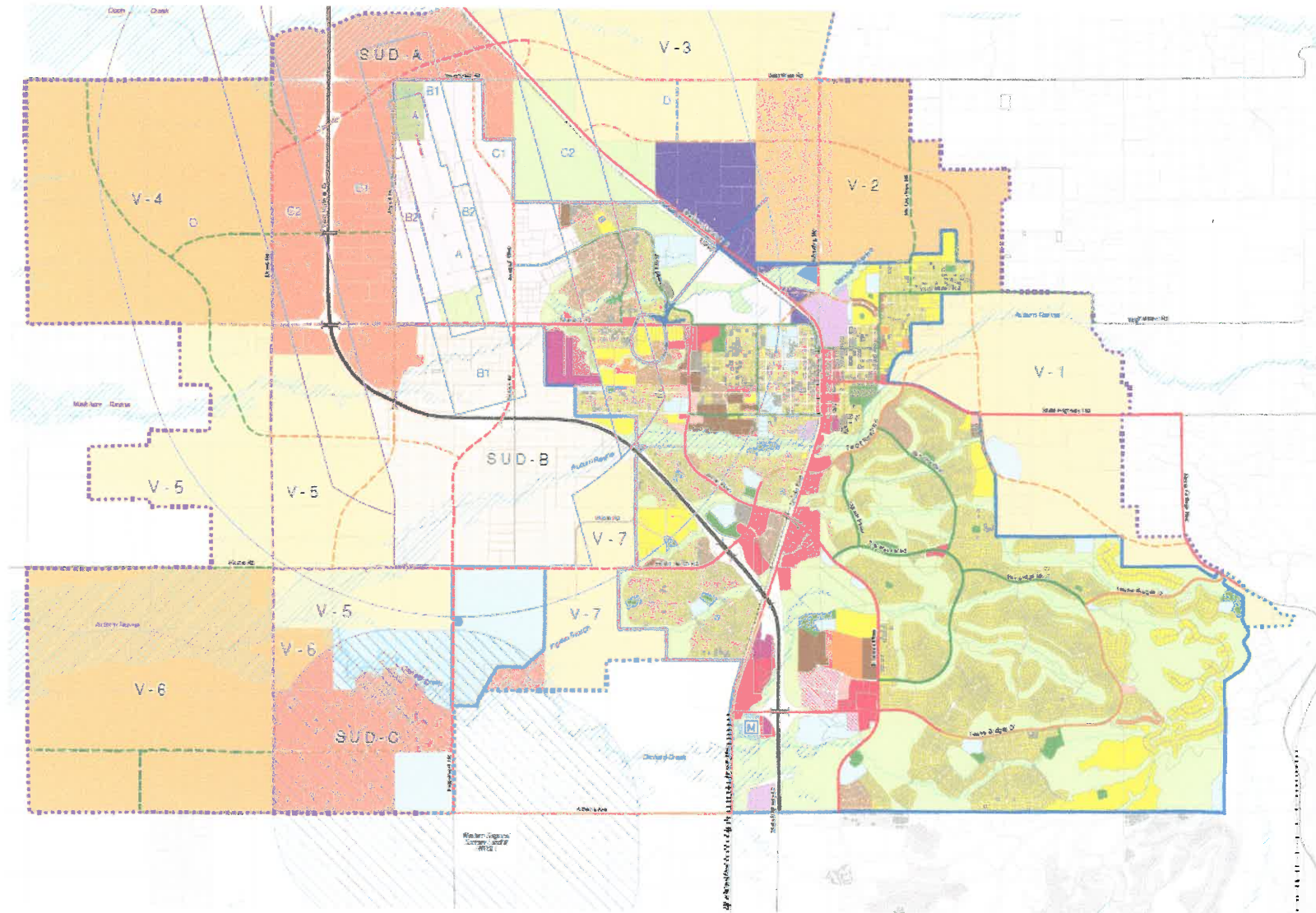
²Kaufman & Broad Cent. Valley, Inc. v. City of Modesto, 25 Cal. App. 4th 1577, 1586-87 (1994)



CITY OF LINCOLN PFE POLICY AND IMPLEMENTATION

City Council Hearing Testimony
December 13, 2016
Agenda Item **12F**

City of Lincoln Perspective



City of Lincoln General Plan Policies

Policy LU-1.5 Infill Development

The City shall pursue the development of vacant infill parcels in and around the Downtown area.

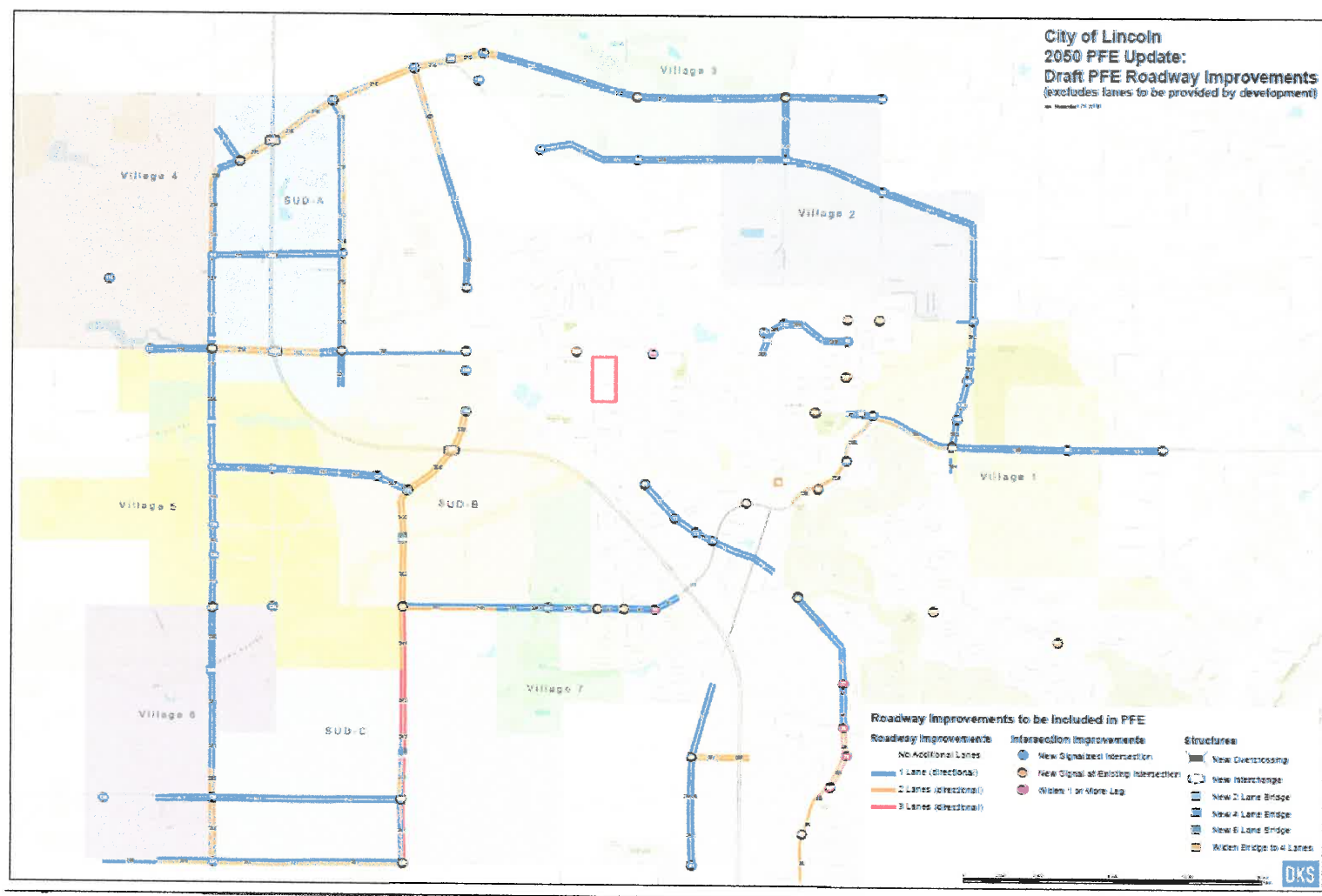
Policy LU-1.9 Existing Assets

The City will promote the use of vacant infill parcels and the intensifying of land uses on parcels that are underutilized in order to better utilize existing public infrastructure. In conjunction with this effort the City will support the reuse and refurbishing of existing structures within the historic downtown.

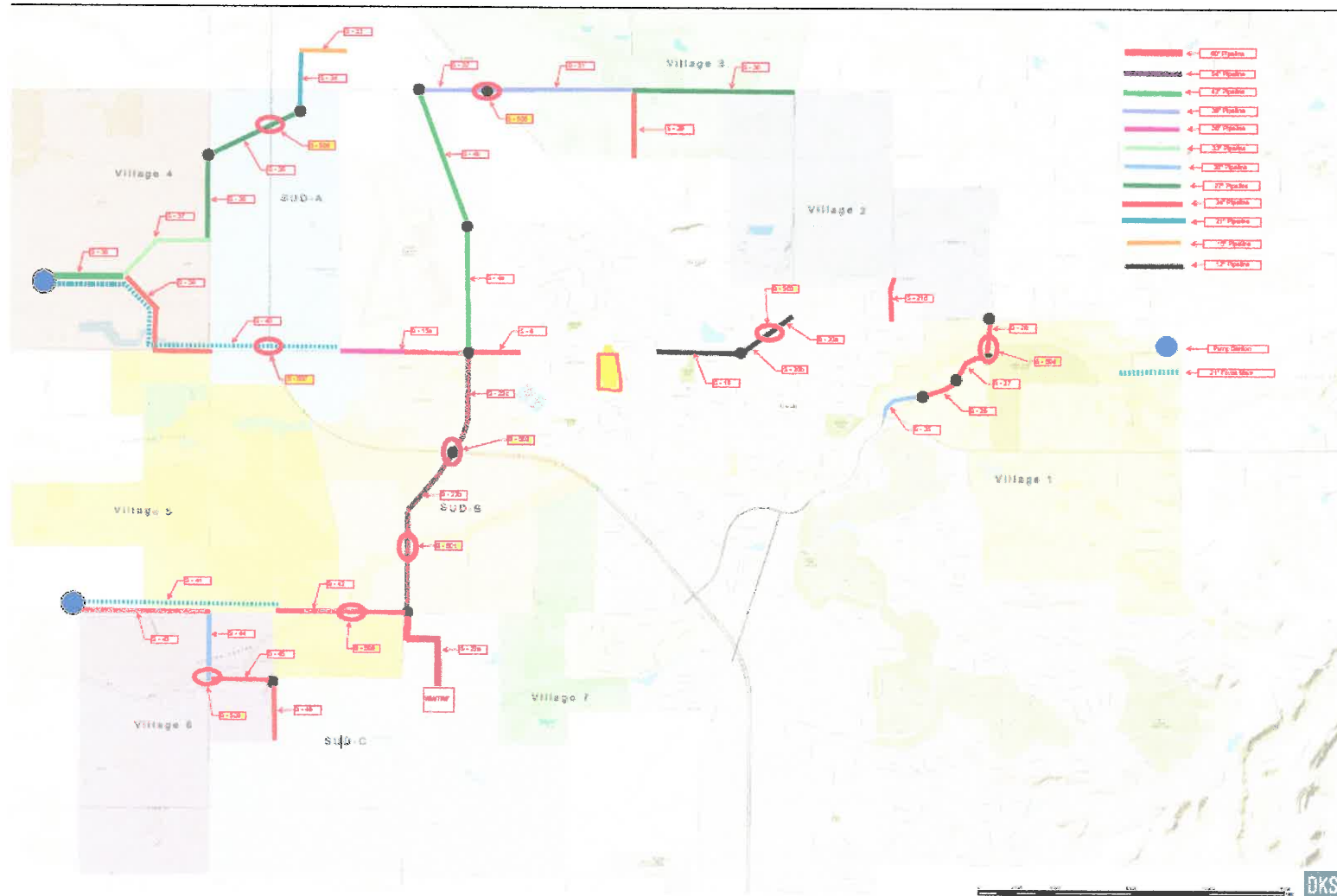
Infill opportunities within the existing urban core



PFE Infrastructure Perspective -Transportation



PFE Infrastructure Perspective -Waste Water



Staff's commitment

• Live • Life • Lincoln • Live • Life • Lincoln • Live • Life • Lincoln • Live • Life • Lincoln • Live • Life • Lincoln •



MEMORANDUM

ITEM: City of Lincoln PFE Study

DATE: November 23, 2016

FROM: Steve Ambrose, Director of Support Services

Attached for review is the draft PFE Policy with two revisions that are highlighted.

Also attached is the redline version that shows the changes from the original policy document.

At the first workshop, a couple of questions were asked and below there are descriptions from the Implementation Plan and Policies document that may provide some information.

- How with infill projects be supported?

Section III.A.1 allows the City to implement different zones in regards to the PFE fees. It is the intent of the City to have an analysis completed for the areas currently in the PFE program and the entire General Plan area.

PFE Policy Questions

- Preamble (**Current**)

The purpose of this Implementation Plan is to guide the adoption of Public Facility Element Fees (“PFE Fees”) which are legally defensible, equitable to the affected landowners and that will provide funds for identified projects when the need for those projects arise.

- Preamble (**Proposed Revised**)

The purpose of this Implementation Plan is to guide the adoption of Public Facility Element Fees (“PFE Fees”) which are legally defensible, commensurate with the impact of development, and that will provide funds for identified projects when the need for those projects arise.

What this reason for this change?

- III (E) (**Current**)

Fixing Fees: Once a developer has been given **tentative map approval**, the Infrastructure Fees are fixed and not subject to change based upon additions and/or deletions to the Master PFE List or changes in the number of EDU’s. Community Facilities Fees are fixed when the building permit is issued or the Community Facilities Fees are paid.

- III (E) (**Proposed Revised**)

Fixing Fees: Infrastructure Fees and Community Facilities Fees are fixed when the **building permit is** issued and the fees are paid.

Does this policy change, which no longer provides any limitation on additions or deletions to Master PFE List, conflict with the intent of the vesting tentative map statute given the open-ended nature of the revised policy?

The Future?

In 1998, Kodak had 170,000 employees and sold 85% of all photo paper worldwide. All medical X-rays used Kodak film. Camera's, both commercial and industrial, security camera's- imaging of all sorts. Within just a few years, their business model disappeared and they went bankrupt. What happened to Kodak will happen in a lot of industries in the next 10 years - and most people won't see it coming. Did you think in 1998 that 3 years later you would never take pictures on film again?

Yet digital cameras were invented in 1975. The first ones only had 10,000 pixels, but followed Moore's law. So as with all exponential technologies, it was a disappointment for a long time, before it became way superior and got mainstream in only a few short years. It will now happen with Artificial Intelligence, health, autonomous and electric cars, education, 3D printing, agriculture and jobs.

Welcome to the 4th Industrial Revolution.

Welcome to the Exponential Age.

Software will disrupt most traditional industries in the next 5-10 years.

Uber is just a software tool, they don't own any cars, and are now the biggest taxi company in the world.

Airbnb is now the biggest hotel company in the world, although they don't own any properties.

Artificial Intelligence: Computers become exponentially better in understanding the world. This year, a computer beat the best Go player in the world; 10 years earlier than expected.

In the US, young lawyers already don't get jobs. Because of IBM Watson, you can get legal advice (so far for more or less basic stuff) within seconds, with 90% accuracy compared with 70% accuracy when done by humans. So if you study law, stop immediately. There will be 90% less lawyers in the future, only specialists will remain.

Watson already helps nurses diagnosing cancer, 4 times more accurate than human nurses. Facebook now has a pattern recognition software that can recognize faces better than humans. In 2030, computers will become more intelligent than humans.

Autonomous cars: In 2018 the first self-driving cars will appear for the public. Around 2020, the complete industry will start to be disrupted. You don't want to own a car anymore. You will call a car with your phone, it will show up at your location and drive you to your destination. You will not need to park it, you only pay for the driven distance and can be productive while driving. Our kids will never get a driver's license and will never own a car.

It will change the cities, because we will need 90-95% less cars for that. We can transform former parking spaces into parks. 1.2 million people die each year in car accidents worldwide. We now have one accident every 60,000 mi (100,000 km), with autonomous driving that will drop to one accident in 6 million mi (10 million km). That will save a million lives each year.

This will increase world over growth and populations.

Most car companies will probably become bankrupt. Traditional car companies try the evolutionary approach and just build a better car, while tech companies (Tesla, Apple, Google) will do the revolutionary approach and build a computer on wheels.

Many engineers from Volkswagen and Audi; are completely terrified of Tesla.

Insurance companies will have massive trouble because without accidents, the insurance will become 100x cheaper. Their car insurance business model will disappear.

Real estate will change. Because if you can work while you commute, people will move further away to live in a more beautiful neighborhood.

Electric cars will become mainstream about 2020. Cities will be less noisy because all new cars will run on electricity. Electricity will become incredibly cheap and clean: Solar production has been on an exponential curve for 30 years, but you can now see the burgeoning coming impact.

Last year, more solar energy was installed worldwide than fossil. Energy companies are desperately trying to limit access to the grid to prevent competition from home solar installations, but that can't last.

Technology will take care of that strategy.

With cheap electricity comes cheap and abundant water. Desalination of salt water now only needs 2kWh per cubic meter (@ 0.25 cents). We don't have scarce water in most places, we only have scarce drinking water. Imagine what will be possible if anyone can have as much clean water as he wants, for nearly no cost.

Health: The Tricorder X price will be announced this year. There are companies who will build a medical device (called the "Tricorder" from Star Trek) that works with your phone, which takes your retina scan, your blood sample and you breath into it.

It then analyses 54 bio-markers that will identify nearly any disease. It will be cheap, so in a few years everyone on this planet will have access to world class medical analysis, nearly for free.

Goodbye, medical establishment and their absurd medical fees.

3D printing: The price of the cheapest 3D printer came down from \$18,000 to \$400 within 10 years. In the same time, it became 100 times faster. All major shoe companies have already started 3D printing shoes.

Some spare airplane parts are already 3D printed in remote airports. The space station now has a printer that eliminates the need for the large amount of spare parts they used to have in the past.

At the end of this year, new smart phones will have 3D scanning possibilities. You can then 3D scan your feet and print your perfect shoe at home. Amazing things are coming fast.

Only the systems for paying for these capabilities remain to be defined.

In China, they already 3D printed and built a complete 6-story office building. By 2027, 10% of everything that's being produced will be 3D printed.

Business opportunities: If you think of a niche you want to go in, ask yourself: "in the future, do you think we will have that?" and if the answer is yes, how can you make that happen sooner?

If it doesn't work with your phone, forget the idea.

And any idea designed for success in the 20th century is doomed to failure in the 21st century.

And here's the clincher---Work: 70-80% of jobs will disappear in the next 20 years. There will be a lot of new jobs, but it is not clear if there will be enough new jobs in such a small time.

Agriculture: There will be a \$100 agricultural robot in the future. Farmers in 3rd world countries can then become managers of their field instead of working all day on their fields.

Aeroponics will need much less water. The first Petri dish produced veal, is now available and will be cheaper than cow produced veal in 2018. Right now, 30% of all agricultural surfaces is used for cows. Imagine if we don't need that space anymore.

There are several startups who will bring insect protein to the market shortly. It contains more protein than meat. It will be labeled as "alternative protein source" (because most people still reject the idea of eating insects).

There is an app called "moodies" which can already tell in which mood you're in. By 2020 there will be apps that can tell by your facial expressions, if you are lying. Imagine a political debate where it's being displayed when they're telling the truth and when they're not.

Bitcoin may even become the default reserve currency. Of the world.

Longevity: Right now, the average life span increases by 3 months per year. Four years ago, the life span used to be 79 years, now it's 80 years. The increase itself is increasing and by 2036, there will be more than one year increase per year. So we all might live for a long long time, probably way more than 100.

But over population will create severe food problems.

Education: The cheapest smart phones are already at \$10 in Africa and Asia. By 2020, 70% of all humans will own a smart phone. That means, everyone has the same access to instant world class education.

The United States of America will most likely fall to a second world status country due to liberal voting policies.

China will become the primary power of the world.

Every child can use Khan academy for everything a child learns at school in First World countries. We have already released our software in Indonesia and will release it in Arabic, Suaheli and Chinese this Summer, because I see an enormous potential.

We will give the English app for free, so that children in Africa can become fluent in English within half a ear.

Those of you under 65 today will experience most of these.



10A

DRAFT MINUTES
CITY OF LINCOLN CITY COUNCIL &
LINCOLN REDEVELOPMENT SUCCESSOR AGENCY
Special Meeting – Swearing in Police Chief
January 12, 2017, 4:30PM
Lincoln Police Department
770 7th Street
Lincoln, CA

1. **ROLL CALL:** Councilmen present: Gabriel Hydrick
Paul Joiner
Dan Karleskint
Mayor Pro Tem: Stan Nader
Mayor: Peter Gilbert
City Treasurer: Gerald Harner
Staff members present: Matt Brower, City Manager
Steve Ambrose, Director of Support Services
Tim Harrigan, Outgoing Interim Police Chief
Doug Lee, Incoming Police Chief
Jill Thompson, Public Information Officer
Astrida Trupovnieks, Human Resources Manager
Gwen Scanlon, City Clerk

Various members of the public were also present.

2. **SWEARING IN OF NEW POLICE CHIEF DOUG LEE**
3. **CITIZENS ADDRESSING COUNCIL - none**
4. **ADJOURNMENT at 5:00PM**

Submitted by:

Gwen Scanlon, City Clerk



10B

WARRANT RESOLUTION NO. 2017-005

WHEREAS, the claims against the City of Lincoln hereinafter enumerated have been examined by the Chief Financial Officer, who has determined that said claims are just and ordered to be paid.

THEREFORE, BE IT RESOLVED by the City Council of the City of Lincoln that the following claims as enumerated and for the respective amounts as set forth are hereby received and filed:

(See Attached).

PASSED AND ADOPTED this 24th day of January, 2017 by the following vote:

AYES:

Peter Gilbert, Mayor

Stan Nader, Mayor Pro Tem

Gabriel Hydrick, Councilmember

Paul Joiner, Councilmember

Dan Karleskint, Councilmember

NOES:

ABSENT:

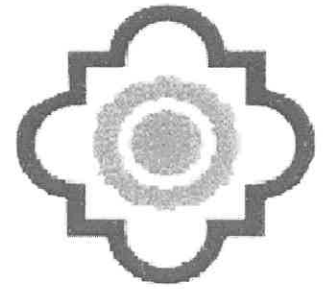
ATTEST:

City Clerk

Accounts Payable

Checks by Date - Detail by Check Date

User: khitch
Printed: 1/6/2017 10:39 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
95183	5ST01 1693	Debra A Davis Background checks / Youth League Coaches / Vc	01/06/2017	792.00
Total for Check Number 95183:				792.00
95184	alp01 46007	Matt Patterson Process Server to Custom Metal Gabricators	01/06/2017	40.00
Total for Check Number 95184:				40.00
95185	AMR01 200583	American Medical Response, Inc Emergency Medical Responce Services/PD,	01/06/2017	250.00
Total for Check Number 95185:				250.00
95186	AND01 29585	Andrew's Towing Towing Services / Fleet.	01/06/2017	250.00
Total for Check Number 95186:				250.00
95187	APP05 8620 8628	Roy Radtke Professional Locksmithing Services / Parks. Professional Locksmithing Services / Facilities.	01/06/2017	77.50 173.23
Total for Check Number 95187:				250.73
95188	ASC03 15010048.01-11	Ascent Environmental Inc Independence at Lincoln Development Project/E	01/06/2017	24,245.57
Total for Check Number 95188:				24,245.57
95189	BAR18 20476 20480 20536	National Discount Textiles Inc Mamaril - Boots Mamaril - Boots Salyers - Boots	01/06/2017	193.47 154.77 145.09
Total for Check Number 95189:				493.33
95190	BAT10 348-109919-01 348-109919-01	Tollefson and Assoc. Inc Light bulbs Light bulbs	01/06/2017	220.13 229.95
Total for Check Number 95190:				450.08
95191	BCL01 B253826	B C Laboratories, Inc. Water Testing Services.	01/06/2017	300.00
Total for Check Number 95191:				300.00
95192	BEA07 4094 4101	Bear Electrical Solutions Inc Traffic Signal Maintenance Services. Nov 2016 Traffic Signal Maintenance Services. Nov 20	01/06/2017	2,700.00 5,474.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	4130	Replace pole McBean / East Ave		7,309.00
			Total for Check Number 95192:	15,483.50
95193	BEN11	Bennett Engineering Ser. Inc.	01/06/2017	
	16116283	Lakeside 6 Units 7&8 / On-Call Engineering.		288.63
	16116286	Amendment #3.		198.63
	16116287	Turkey Creek Phase I Improvements / On-Call E		552.42
	16116288	General Development / On-Call Planning Servic		186.21
			Total for Check Number 95193:	1,225.89
95194	BID01	Annie Smith dba Bidwell Water	01/06/2017	
	280261	Airport water		37.50
			Total for Check Number 95194:	37.50
95195	BLU03	Galls, LLC	01/06/2017	
	006567004	Uniforms for reserve officers / volunteers.		12.31
	006599397	Uniforms for reserve officers / volunteers.		86.39
	006599403	Uniforms for reserve officers / volunteers.		86.39
			Total for Check Number 95195:	185.09
95196	BUSHNELL	Mary Bushnell	01/06/2017	
	1/3/17	Reimburse for Work Boots		94.59
			Total for Check Number 95196:	94.59
95197	CAL9H	California Chamber Of Commerce	01/06/2017	
	11090880	Legal Posters		406.88
			Total for Check Number 95197:	406.88
95198	COA06	Coast LM Inc	01/06/2017	
	62657	Supplemental Landscape Services / Parks.		824.94
			Total for Check Number 95198:	824.94
95199	COA07	Rachelle S. Coate	01/06/2017	
	2008-49	Psych Evaluation/PD.		350.00
			Total for Check Number 95199:	350.00
95200	CRI02	Critical Reach Inc.	01/06/2017	
	17-275	Annual Fee Software and User Support		285.00
			Total for Check Number 95200:	285.00
95201	cum02	Cummins Pacific LLC	01/06/2017	
	008-28304	On line Fleet Annual Subscription		450.00
	023-80945	OEM parts for all Cummins engines.		-104.81
	023-81174	OEM parts for all Cummins engines.		301.17
	027-10612	OEM parts for all Cummins engines.		1,083.56
			Total for Check Number 95201:	1,729.92
95202	DEP02	Department Of Justice	01/06/2017	
	201944	Livescan Processing. PD Nov 2016		93.00
			Total for Check Number 95202:	93.00
95203	div03	Division of The State Architect	01/06/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	01/03/17	DSA Academy CASp 101:Cert. & Practice - Gar		75.00
			Total for Check Number 95203:	75.00
95204	ELI03	EMMS Inc	01/06/2017	
	51609	Supplemental for Monthly Services.		55.00
	51740	Special Event Services.		67.50
	51755	Special Event Services.		245.00
			Total for Check Number 95204:	367.50
95205	fed01	Fedex Corporation	01/06/2017	
	5-645-79700	delivery		8.34
			Total for Check Number 95205:	8.34
95206	FEN02	Brian Patterson	01/06/2017	
	773	Chain link fencing for McBean Park Dugouts.		9,110.47
			Total for Check Number 95206:	9,110.47
95207	gra02	W.W. Grainger, Inc.	01/06/2017	
	9298796146	Tools supplies for the Parks division.		54.21
	9301620499	Tools supplies for the Facilities division.		1,167.06
			Total for Check Number 95207:	1,221.27
95208	GRO01	Ferguson Enterprises Inc.	01/06/2017	
	1235331	Pipes & fittings / Waste water.		3,268.00
			Total for Check Number 95208:	3,268.00
95209	INT02	Interstate Sales	01/06/2017	
	14599	Paint, Thermoplastic Materials & supplies for the		427.04
			Total for Check Number 95209:	427.04
95210	JAC06	Matthew L Gruver	01/06/2017	
	1105	Fire Captain Promotional Assessment Services.		8,387.48
			Total for Check Number 95210:	8,387.48
95211	JMS01	JM Slover, Inc.	01/06/2017	
	5	Upgrade construction for Robert Jimenez Comm		351,090.91
	5	Robert Jimenez Community Park less retention J		-17,554.55
			Total for Check Number 95211:	333,536.36
95212	JUD01	Judicial Data Systems	01/06/2017	
	6336	Parking citation administrative services.		100.00
			Total for Check Number 95212:	100.00
95213	KIN02	King Luminaire Co. Inc.	01/06/2017	
	21388	Street light pole replacement from the accident o		2,277.50
	21407	Street Light Parts.		2,152.63
			Total for Check Number 95213:	4,430.13
95214	LIN01	Lincoln Area Chamber of Commerce	01/06/2017	
	12/22/16	2017 Breakfast Packages		190.00
	12/22/16	2017 Breakfast Packages		190.00
	12/22/16	2017 Breakfast Packages		760.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	12/22/2016	Business Excellence Awards		50.00
	12/22/2016	Business Excellence Awards		355.00
Total for Check Number 95214:				1,545.00
95215	MBJ01	Kenneth J. Leege	01/06/2017	
	037073	O Street Ramp & Downtown Drain Inlet Installa		3,000.00
	037074	O Street Ramp & Downtown Drain Inlet Installa		3,000.00
Total for Check Number 95215:				6,000.00
95216	MID10	Midwest Tapes	01/06/2017	
	94547964	Audiobooks, CD's & DVD's / Library.		21.87
	94547966	Audiobooks, CD's & DVD's / Library.		115.62
	94555918	Audiobooks, CD's & DVD's / Library.		41.15
	94555940	Audiobooks, CD's & DVD's / Library.		83.50
	94592291	Audiobooks, CD's & DVD's / Library.		130.61
	94592954	Audiobooks, CD's & DVD's / Library.		61.72
	94592956	Audiobooks, CD's & DVD's / Library.		207.45
Total for Check Number 95216:				661.92
95217	MIR02	Miracle Playsystems Inc.	01/06/2017	
	12016-2036	Playground park supplies.		691.68
Total for Check Number 95217:				691.68
95218	MOT03	Motorola Solutions, Inc.	01/06/2017	
	25661	Communication systems lease for portable radio:		0.17
	25661	Communication systems lease for portable radio:		38,262.00
Total for Check Number 95218:				38,262.17
95219	NOR01	NCCSIF (Workers Comp)	01/06/2017	
	1327	3rd Quarter Workers Comp		157,949.50
Total for Check Number 95219:				157,949.50
95220	NOR23	Northern California Gloves	01/06/2017	
	197746	Safety Supplies / Waste water..		73.21
Total for Check Number 95220:				73.21
95221	PGE02	PG&E 5787347552-9	01/06/2017	
	12/19/16	thru 12/18/16		2,208.47
Total for Check Number 95221:				2,208.47
95222	PGE29	PG&E 7978710893-9	01/06/2017	
	12/20/2016	thru 12/19/2016		2,671.70
Total for Check Number 95222:				2,671.70
95223	PGE37	PG&E 3306311543-1	01/06/2017	
	12/19/2016	Joeger Rd Pump		19,211.15
Total for Check Number 95223:				19,211.15
95224	PLA26	Placer County Auditor Cntrl.	01/06/2017	
	11/30/2016	Citation Processing.		362.50
Total for Check Number 95224:				362.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
95225	PLE01 71169	Pleasanton Truck & Equip Repair Inc Supplies & Equipment / Fleet.	01/06/2017	127.00
Total for Check Number 95225:				127.00
95226	PON02 065.505.002 065.505.002 065.505.002 065.505.002 065.505.002	Ponticello Enterprises Consulting Services Police Department Improvement Project / On-Call Corporation Yard Gate Project / On-Call Engineer 2000 Flightline Roof Repair / On-Call Engineer Community Center Water Proofing / On-Call En McBean Pavilion Improvements / On-Call Engin	01/06/2017	996.75 609.25 193.75 415.50 880.50
Total for Check Number 95226:				3,095.75
95227	PRO16 70410143 70410144	Proquest LLC Ancestry Library Sep 2016 - Aug 2017 Heritage Quest on line Sep 2016 - Aug 2017	01/06/2017	1,340.00 742.00
Total for Check Number 95227:				2,082.00
95228	PRU01 180261482 180261489	Prudential Overall Supply Mats / Corporation Yard. Uniform Services / Fleet.	01/06/2017	94.80 67.90
Total for Check Number 95228:				162.70
95229	ram02 852312 852662 852662 852662 852662 852662 852662 852662 852662 852662 852662 852717	Ramos Oil Company-CR Lock PD Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel WWTP	01/06/2017	1,012.38 116.23 149.03 695.42 164.99 3,606.90 28.34 622.60 552.63 68.74 37.20 208.52
Total for Check Number 95229:				7,262.98
95230	RAN11 1536E-11 1536E-13 1536E-13	Raney Planning & Management Inc Lincoln Meadows Project / On-Call Planning Ser Lincoln Meadows Project / On-Call Planning Ser Lincoln Meadows Project / On-Call Planning	01/06/2017	9,270.10 192.57 4,119.93
Total for Check Number 95230:				13,582.60
95231	RAW02 12/01/2016	Rawles Engineering Inc Release of Rawles Eng Retention CIP 135 C Stre	01/06/2017	25,079.95
Total for Check Number 95231:				25,079.95
95232	SAC20 10220757	Sac-Val Janitorial Supply Janitorial Supplies / L&L Parks Maintenance.	01/06/2017	360.13
Total for Check Number 95232:				360.13
95233	SCO01 01/04/2017	Jim W. Scovill Reimburse cert/ renewal/reinstatement Internatio	01/06/2017	255.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 95233:	255.00
95234	SEN01 ZA17012412	Sensus Metering Systems Metering system annual support charges.	01/06/2017	1,978.34
			Total for Check Number 95234:	1,978.34
95235	SHU01 3307	Shums Coda Associates Inc Permit / Plan & Inspection Services.	01/06/2017	8,690.00
			Total for Check Number 95235:	8,690.00
95236	SKA01 12/20/2016	Skatetown Sportsworld Inc Instructor Fee	01/06/2017	140.00
			Total for Check Number 95236:	140.00
95237	SON01 5074744 5075341	Security Asset Mgt. Security Monitoring / Waste Water. Jan 2017 Security Monitoring / Waste Water. Battery Repl	01/06/2017	920.61 91.38
			Total for Check Number 95237:	1,011.99
95238	STA08 14148176	Stanley Convergent Security Solutions Inc. 2100 Flightline repaair	01/06/2017	427.00
			Total for Check Number 95238:	427.00
95239	STA18 1095322 1133642 1134633 1134635	Stantec Consulting Services, Inc. credit referencing inv 1106086 (Task 1-3) Labor & Operations WWTRF . (Task 10) SMD1 Regional Pipeline . (Task 9) WWTRF Direct Expenses .	01/06/2017	-10,774.10 203,313.47 40,996.80 132,566.54
			Total for Check Number 95239:	366,102.71
95240	SUN08 65276543-001	Sunbelt Rentals, Inc. Rental equipment for the Parks division.	01/06/2017	357.30
			Total for Check Number 95240:	357.30
95241	SYA01 628097	Syar Industries Inc. Cold Patch / Streets.	01/06/2017	2,205.66
			Total for Check Number 95241:	2,205.66
95242	TUL01 2661	Tully & Young Inc. Modeling & Fire flow Analysis.	01/06/2017	580.00
			Total for Check Number 95242:	580.00
95243	UB*03607	JD PASQUETTI Refund Check	01/06/2017	2,986.66
			Total for Check Number 95243:	2,986.66
95244	UB*03608	JM SLOVER, INC Refund Check	01/06/2017	2,967.32
			Total for Check Number 95244:	2,967.32
95245	UB*03609	LARRY DEMATES	01/06/2017	

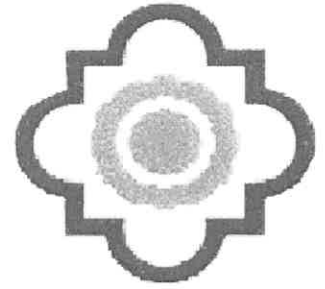
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		104.40
			Total for Check Number 95245:	104.40
95246	UB*03610	SARAH SAMUELS Refund Check	01/06/2017	2.92
			Total for Check Number 95246:	2.92
95247	WES35 0118440-IN	West Coast Netting Inc Baseball field netting and installation	01/06/2017	14,690.00
			Total for Check Number 95247:	14,690.00
95248	WOO03 104937 104937 104937	Wood Rodgers Inc. 5th Street sewer and main replacement project. F 5th Street sewer and main replacement project. 5th Street sewer and main replacement project.	01/06/2017	1,356.34 1,356.34 1,356.34
			Total for Check Number 95248:	4,069.02
95249	XYL01 3556934628	Xylem Water Solutions USA Inc. Routine Maintenance for city's sewage pumps F'	01/06/2017	479.76
			Total for Check Number 95249:	479.76
			Total for 1/6/2017:	1,097,158.10
			Report Total (67 checks):	1,097,158.10

Accounts Payable

Checks by Date - Detail by Check Date

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ACH

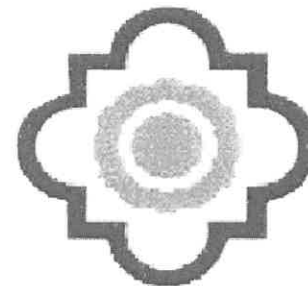


Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	PLA03	Placer County Water Agency	01/13/2017	
	12/06/16	11/1/16 - 12/1/16 Unregulated Treated Meter		12,318.43
	12/06/2016	11/1/16 - 12/1/16 Main Meter		420,887.38
Total for this ACH Check for Vendor PLA03:				433,205.81
Total for 1/13/2017:				433,205.81
Report Total (1 checks):				433,205.81

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
95250	ADV11	Nor-Cal Merchant Services LLC	01/13/2017	
	10172016-1	Citywide Shredding Services.		21.00
	10272016-1	Citywide Shredding Services.		42.00
	11082016-1	Citywide Shredding Services.		21.00
	11232016-1	Citywide Shredding Services.		42.00
	12152016-2	Citywide Shredding Services.		21.00
	12222016-1	Citywide Shredding Services.		42.00
Total for Check Number 95250:				189.00
95251	ASC02	Ascent Aviation Group, Inc.	01/13/2017	
	407360	Jet A Fuel		16,086.56
	408090	100LL		23,494.04
	M173491	lease		134.06
Total for Check Number 95251:				39,714.66
95252	att23	AT&T Mobility	01/13/2017	
	7625X12162016	11/09/16 - 12/08/2016		889.98
	7625X12162016	11/09/16 - 12/08/2016		208.25
	7625X12162016	11/09/16 - 12/08/2016		649.56
	7625X12162016	11/09/16 - 12/08/2016		934.79
	7625X12162016	11/09/16 - 12/08/2016		114.20
	7625X12162016	11/09/16 - 12/08/2016		53.00
	7625X12162016	11/09/16 - 12/08/2016		53.00
	7625X12162016	11/09/16 - 12/08/2016		72.54
	7625X12162016	11/09/16 - 12/08/2016		190.68
	7625X12162016	11/09/16 - 12/08/2016		361.11
	7625X12162016	11/09/16 - 12/08/2016		53.00
	7625X12162016	11/09/16 - 12/08/2016		208.48
	7625X12162016	11/09/16 - 12/08/2016		114.66
	7625X12162016	11/09/16 - 12/08/2016		94.65
	7625X12162016	11/09/16 - 12/08/2016		94.65
	7625X12162016	11/09/16 - 12/08/2016		83.82
	7625X12162016	11/09/16 - 12/08/2016		135.18
	7625X12162016	11/09/16 - 12/08/2016		196.64
	7625X12162016	11/09/16 - 12/08/2016		116.32
	7625X12162016	11/09/16 - 12/08/2016		207.31
	7625X12162016	11/09/16 - 12/08/2016		53.00
	7625X12162016	11/09/16 - 12/08/2016		403.82
	7625X12162016	11/09/16 - 12/08/2016		325.14
	7625X12162016	11/09/16 - 12/08/2016		573.46
	7625X12162016	11/09/16 - 12/08/2016		19.54
	7625X12162016	11/09/16 - 12/08/2016		141.07
	7625X12162016	11/09/16 - 12/08/2016		469.74
	7625X12162016	11/09/16 - 12/08/2016		1,394.97
	7625X12162016	11/09/16 - 12/08/2016		914.73
	7625X12162016	11/09/16 - 12/08/2016		3,114.92
	7625X12162016	11/09/16 - 12/08/2016		889.97

102

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	7625X12162016	11/09/16 - 12/08/2016		2,249.70
	7625X12162016	11/09/16 - 12/08/2016		889.98
	9981X12212016	11/14/16 - 12/13/16		896.31
			Total for Check Number 95252:	17,168.17
95253	BAT10 348-434738	Tollefson and Assoc. Inc batteries	01/13/2017	64.33
			Total for Check Number 95253:	64.33
95254	BCL01 B254481 B254601 B254973	B C Laboratories, Inc. Water Testing Services. Water Testing Services. Water Testing Services.	01/13/2017	300.00 47.00 300.00
			Total for Check Number 95254:	647.00
95255	BON02 4220/122716 8950/122716	BLX Group LLC Arbitrage Rebate Report Arbitrage Rebate Report	01/13/2017	2,250.00 2,300.00
			Total for Check Number 95255:	4,550.00
95256	CAL15 2154627 2156910 2162635 2169586	Caltronics Business Systems Citywide Copier Manitenance Agreement for one Citywide Copier Manitenance Agreement for 21 Citywide Copier Manitenance Agreement for 21 Citywide Copier Manitenance Agreement for one	01/13/2017	120.25 1,517.62 39.19 20.44
			Total for Check Number 95256:	1,697.50
95257	CAL66 01/06/2017	California Building Standards Commission Green Blding Fee Oct - Dec 2016	01/13/2017	1,505.70
			Total for Check Number 95257:	1,505.70
95258	CLA01 01/06/2017	Vincent Clark Reimburse mileage Advanced Dispatch Update -	01/13/2017	409.87
			Total for Check Number 95258:	409.87
95259	CPS00 INV354365	Cooperative Personnel Services Proctoring Services/HR.	01/13/2017	657.00
			Total for Check Number 95259:	657.00
95260	CRE11 1/10/17	Marilyn Crespo Deposit Refund Cancellation	01/13/2017	400.00
			Total for Check Number 95260:	400.00
95261	CUM02 008-28204 008-28378	Cummins Pacific LLC OEM parts for all Cummins engines. OEM parts for all Cummins engines.	01/13/2017	1,312.39 544.69
			Total for Check Number 95261:	1,857.08
95262	DEL17 52454262 52785815	De Lage Landen Financial Ser. Citywide Copier Lease (21) machines. Citywide Copier Lease (21) machines.	01/13/2017	3,183.99 3,343.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 95262:				6,527.18
95263	DEP04 01/06/2017	Dept Of Conservation Seismic Fee Oct - Dec 2016	01/13/2017	3,067.00
Total for Check Number 95263:				3,067.00
95264	DIV03 01/09/2017	Division of The State Architect Oct - Dec 2016 Disability Access Education Fee	01/13/2017	408.30
Total for Check Number 95264:				408.30
95265	DUK01 12597	Duke's Root Control, Inc. Root Control Services / Waste water.	01/13/2017	24,645.00
Total for Check Number 95265:				24,645.00
95266	ELI03 51779	EMMS Inc Special Event Services.	01/13/2017	280.00
Total for Check Number 95266:				280.00
95267	FOR07 1323950 1323950	Ford Motor Credit LLC Lease Payments for Police Vehicles. Lease Payments for Police Vehicles.	01/13/2017	12,264.66 549.19
Total for Check Number 95267:				12,813.85
95268	FUT01 245647	Future Ford OEM parts for Ford vehicles.	01/13/2017	300.91
Total for Check Number 95268:				300.91
95269	GAL02 59163086 59171938 59180205 59469601	Gale Group Inc. Large Print Books. Large Print Books. Large Print Books. Large Print Books.	01/13/2017	83.81 324.98 137.82 131.54
Total for Check Number 95269:				678.15
95270	gol08 16639161 16639163 16639179 16639186 16639189 16639190 16639191	Gold Country Media Marijuana Extension Summary Ordinance Summary Ordinance Summary Ordinance Summary Ordinance Summary Ordinance Summary Ordinance	01/13/2017	204.80 175.60 197.20 196.00 193.60 193.60 204.40
Total for Check Number 95270:				1,365.20
95271	GOL09 I-053295	Golden State Flow Measurement Inc. Meters / MXU residential replacements / Water C	01/13/2017	16,554.63
Total for Check Number 95271:				16,554.63
95272	GRE18 1185	Greater Sacramento Economic Council Retain, attract grow economic development. 16/1	01/13/2017	18,082.00
Total for Check Number 95272:				18,082.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
95273	HAC01 10239287	Hach Company Chemicals for Online CL2 Analyzers for the Wat	01/13/2017	1,188.48
Total for Check Number 95273:				1,188.48
95274	HAN09 048393	Roger W. Hancock Maintenance & Testing on the underground stor	01/13/2017	497.50
Total for Check Number 95274:				497.50
95275	HUB01 01/09/17 01/09/2017	Hub International Insurance Services Inc. November 2016 December 2016	01/13/2017	548.28 125.98
Total for Check Number 95275:				674.26
95276	INT26 98100322 98100617 98146090 98157875 98158286 98361202	International Student Tours Inc Paul Joiner Gabriel Hydrick Peter Gilbert Matt Brower Jennifer Hanson Dan Karleskint	01/13/2017	3,880.00 3,880.00 3,880.00 3,880.00 3,880.00 3,530.00
Total for Check Number 95276:				22,930.00
95277	INT27 1007	Blue Feather Inc Winter Lego Camp	01/13/2017	437.50
Total for Check Number 95277:				437.50
95278	JOH01 330372	John L Sullivan Chevrolet OEM parts for GM vehicles.	01/13/2017	226.76
Total for Check Number 95278:				226.76
95279	KIM01 5315514	Kimball Midwest Hardware, electrical, brake & hose fitting, misc	01/13/2017	639.46
Total for Check Number 95279:				639.46
95280	KRO01 285066-1	Kronick Moskovitz Tiedemann & Girard Regional Sewer Project	01/13/2017	15,832.50
Total for Check Number 95280:				15,832.50
95281	LAR03 00510.03-2	Larry Walker Associates, Inc. NPDES Phase II. Reso #2015-238.	01/13/2017	2,625.00
Total for Check Number 95281:				2,625.00
95282	MAI01 N6310249	Mail Finance Inserter Lease / Library.	01/13/2017	196.72
Total for Check Number 95282:				196.72
95283	MAK02 01/10/17	Danielle Makofka Active Tots Instructor	01/13/2017	511.00
Total for Check Number 95283:				511.00
95284	MAR07 27086	Mark Thomas & Co. Inc. Lincoln Blvd Project. Council Approval 5/14/20	01/13/2017	1,680.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 95284:	1,680.00
95285	MAU03 12/19/2016	Maureen Kane & Associates Inc Scanlon Technical Training for Clerks	01/13/2017	1,550.00
			Total for Check Number 95285:	1,550.00
95286	MBJ01 037075	Kenneth J. Leege Provide additional concrete panel inside the 3rd l	01/13/2017	2,000.00
			Total for Check Number 95286:	2,000.00
95287	NBS01 121600110 121600110 121600110 121600111 121600111 121600111 121600111 121600372	NBS Government Finance Gp Admin Fees Jan - March 2017 Admin Fees Jan - March 2017 Admin Fees Jan - March 2017 CFD Admin Fees CFD Admin Fees CFD Admin Fees CFD Admin Fees Disclosure Reporting Service Series 2011A and	01/13/2017	1,838.07 6,331.27 5,516.93 1,157.18 1,823.18 2,057.22 771.46 4,355.72
			Total for Check Number 95287:	23,851.03
95288	NOR16 K 77601 cr Y 42549 Y 42554	North State Tire Co. Inc. Tires correcting additon error on invoice Tires for Citywide Fleet. Tires for Citywide Fleet.	01/13/2017	-14.00 847.64 145.00
			Total for Check Number 95288:	978.64
95289	NOR51 13255 13256 13297	North Shore Leasing LLC HP Wide Format Printer/Copier/Scanner / Comm HP Wide Format Printer/Copier/Scanner / Comm HP Wide Format Printer/Copier/Scanner / Engine	01/13/2017	185.44 370.01 316.39
			Total for Check Number 95289:	871.84
95290	OFF11 11/30/16 11/30/2016 11/30/2016 11/30/2016 11/30/2016 11/30/2016 11/30/2016	Office Max Water meter ncr form. Library office supplies not on CS List. Public Services office supplies not on CS List. Police Department office supplies not on CS List Fire Department office supplies not on CS List. Citywide Office Supplies. Building departemnt office supplies not on CS L	01/13/2017	183.60 307.75 186.00 188.60 139.76 1,427.45 447.06
			Total for Check Number 95290:	2,880.22
95291	OLD02 0099110-IN 0099110-IN	Old Dominion Brush Vehicle 703 parts sales tax not collected Vehicle 703 parts sales tax not collected	01/13/2017	-67.84 1,172.35
			Total for Check Number 95291:	1,104.51
95292	OLD06 01/10/17	Old Town Pizza League Champion Certificate	01/13/2017	175.00
			Total for Check Number 95292:	175.00
95293	OWE06	Owen Equipment Sales	01/13/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	00037885	OEM Parts for Vactors / Fleet.		199.34
			Total for Check Number 95293:	199.34
95294	PGE01	P G & E 8366369610-8	01/13/2017	
	12/29/2016	December 2016		2,870.85
	12/29/2016	December 2016		2,469.70
	12/29/2016	December 2016		3,104.48
	12/29/2016	December 2016		738.51
	12/29/2016	December 2016		960.78
	12/29/2016	December 2016		7,061.10
	12/29/2016	December 2016		3,092.43
	12/29/2016	December 2016		2,048.56
	12/29/2016	December 2016		86,553.38
	12/29/2016	December 2016		1,331.28
	12/29/2016	December 2016		1,523.12
			Total for Check Number 95294:	111,754.19
95295	PGE05	PG&E 6986807310-2	01/13/2017	
	12/27/2016	Dec 2016		179.76
			Total for Check Number 95295:	179.76
95296	PGE07	PG&E 1149231463-5	01/13/2017	
	01/07/2017	thru 1/5/17		5,944.46
			Total for Check Number 95296:	5,944.46
95297	PGE27	PG&E 1190870477-5	01/13/2017	
	12/28/2016	Dec 2016		1,994.39
	12/28/2016	Dec 2016		5,983.17
			Total for Check Number 95297:	7,977.56
95298	PLA10	Placer County Executive Office	01/13/2017	
	01/03/2017	Capital Faciltity Fees 2nd Quarter		151.98
	01/03/2017	Capital Faciltity Fees 2nd Quarter		-3,993.27
	01/03/2017	Capital Faciltity Fees 2nd Quarter		159,730.90
			Total for Check Number 95298:	155,889.61
95299	PLA48	Placer Title Co.	01/13/2017	
	01/10/2017	Escrow 110-7744 APN 021-262-001 Nelson Lai		770.00
			Total for Check Number 95299:	770.00
95300	PLA9J	Placer County Cemetery	01/13/2017	
	01/03/2017	2nd quarter Cemetery Fees		-396.91
	01/03/2017	2nd quarter Cemetery Fees		15.15
	01/03/2017	2nd quarter Cemetery Fees		15,876.63
			Total for Check Number 95300:	15,494.87
95301	PLE01	Pleasanton Truck & Equip Repair Inc	01/13/2017	
	71417	Supplies & Equipment / Fleet.		614.99
	71418	Supplies & Equipment / Fleet.		582.54
	71450	Supplies & Equipment / Fleet.		51.02
			Total for Check Number 95301:	1,248.55
95302	PRO12	Progressive Business Pub.	01/13/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	06679356	Subscription for Jennifer Smith	A209230303	299.00
			Total for Check Number 95302:	299.00
95303	PRO14 40342	Prodigy Electric & Controls Inc City Electrician for the Waste Water division.	01/13/2017	12,800.00
			Total for Check Number 95303:	12,800.00
95304	PRU01 180260378 180260947 180261496	Prudential Overall Supply Uniform Services / Waste Water. Uniform Services / Waste Water. Uniform Services / Waste Water.	01/13/2017	78.18 78.18 78.18
			Total for Check Number 95304:	234.54
95305	PUL01 01/09/2017	Pulte Home Corporation PFE Critical Reimbursement per DA Section 3.1	01/13/2017	31,671.00
			Total for Check Number 95305:	31,671.00
95306	QUI08 450223	Quest Media & Supplies Inc. Phone System Discovery Services.	01/13/2017	135.00
			Total for Check Number 95306:	135.00
95307	ram02 801358 854213 854213 854213 854213 854213 854213 854213 854213 854213 854213 854213 854213 854266	Ramos Oil Company-CR Lock WWTP Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel Fuel WWTP	01/13/2017	210.98 37.99 3,524.72 88.10 72.77 182.98 108.65 1,458.21 629.98 596.40 94.90 48.99 221.69 226.57
			Total for Check Number 95307:	7,502.93
95308	RAM05 85313	Ramos Oil Co. (PW) Oil	01/13/2017	793.52
			Total for Check Number 95308:	793.52
95309	RUI02 1/9/2017	Alejandra Ruiz Deposit Refund Pavilion 12/20/2016	01/13/2017	400.00
			Total for Check Number 95309:	400.00
95310	SAC13 F009646450:01	Sacramento Truck Center Vehicle 660	01/13/2017	244.44
			Total for Check Number 95310:	244.44
95311	SAF10 72203125	Safety-Kleen Systems inc Coolent	01/13/2017	784.29

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 95311:				784.29
95312	SAL10 CA1604D-06	Salaber Associates Inc. Senior Living / On-Call Engineering Services.	01/13/2017	7,220.00
Total for Check Number 95312:				7,220.00
95313	SIE01 SLC 10013698 SLS 10042172	Sierra Chemical Co. Chlorine etc for Water Wells/Water Quality. Chlorine etc for Water Wells/Water Quality.	01/13/2017	-240.00 533.26
Total for Check Number 95313:				293.26
95314	SIE17 3076308-0 3104118-0 3104882-0 3104883-0 3107678-0 3112849-0 3114096-0	Sierra Office Supplies Citywide Office Supplies Citywide Office Supplies Citywide Office Supplies Citywide Office Supplies Citywide Office Supplies Citywide Office Supplies Citywide Office Supplies	01/13/2017	55.72 126.65 11.58 11.58 633.20 42.57 71.32
Total for Check Number 95314:				952.62
95315	SON03 P07964-04 P08935-04 P09659-04 P09702-04 P09842-04	Sonsray Machinery LLC OEM parts for Case backhoes. OEM parts for Case backhoes / Fleet. OEM parts for Case backhoes / Fleet. OEM parts for Case backhoes / Fleet. OEM parts for Case backhoes / Fleet.	01/13/2017	-786.22 308.78 326.86 85.74 599.92
Total for Check Number 95315:				535.08
95316	SPRTA 01/03/2017 01/03/2017	So Placer Reg.Trans. Authority Regional Transit Fees 2nd Quarter Regional Transit Fees 2nd Quarter	01/13/2017	106.39 111,510.63
Total for Check Number 95316:				111,617.02
95317	STA18 1124333 1142488 1142854 1142857	Stantec Consulting Services, Inc. PFE fee program development for wastewater pro (Task 1-3) Labor & Operations WWTRF . (Task 10) SMD1 Regional Pipeline . (Task 9) WWTRF Direct Expenses .	01/13/2017	339.00 191,312.50 36,276.15 91,873.59
Total for Check Number 95317:				319,801.24
95318	SUT04 12/27/2016	Sutter Valley Medical Foundation Pre-employment Testing.	01/13/2017	1,405.00
Total for Check Number 95318:				1,405.00
95319	THO05 01/08/2017	Timothy Thomas Reimburse DMV Physical	01/13/2017	70.00
Total for Check Number 95319:				70.00
95320	TOO01 120816HM-150 120816HM-150	The Tool Warehouse.net Tools for Fleet Division sales tax not collected Tools for Fleet Division sales tax not collected	01/13/2017	228.82 -15.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 95320:				212.86
95321	TOT04 12/17/2016	Travis Totten Youth Basketball Officials Training.	01/13/2017	400.00
Total for Check Number 95321:				400.00
95322	TRO03 1/10/17	Letrisha Trotter Basketball refund	01/13/2017	90.00
Total for Check Number 95322:				90.00
95323	UB*03611	TEICHERT CONSTRUCTION Refund Check	01/13/2017	2,636.44
Total for Check Number 95323:				2,636.44
95324	UB*03612	BLUE MOUNTAIN CONSTRUCTION SE Refund Check	01/13/2017	3,015.00
Total for Check Number 95324:				3,015.00
95325	UB*03613	JENNIFER AYER Refund Check	01/13/2017	14.42
Total for Check Number 95325:				14.42
95326	UB*03614	NEXT GENERATION CAPITAL LLC. Refund Check	01/13/2017	210.34
Total for Check Number 95326:				210.34
95327	UB*03615	MARK & TIFFANY SIENKIEWICZ Refund Check	01/13/2017	129.56
Total for Check Number 95327:				129.56
95328	UB*03616	JIMMY FELICIANO Refund Check	01/13/2017	132.30
Total for Check Number 95328:				132.30
95329	UB*03617	EVELYN CRAIGHEAD Refund Check	01/13/2017	27.85
Total for Check Number 95329:				27.85
95330	UB*03618	SAHAR GOLSHANI Refund Check	01/13/2017	12.22
Total for Check Number 95330:				12.22
95331	UB*03619	DAVID HIRSCHI Refund Check	01/13/2017	16.05
Total for Check Number 95331:				16.05
95332	UB*03620	ALAN HEARL Refund Check	01/13/2017	35.04
Total for Check Number 95332:				35.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
95333	UB*03621	JUSTIN SMITH Refund Check	01/13/2017	74.92
Total for Check Number 95333:				74.92
95334	UB*03622	JENELLE LEMIEUX-RUNION Refund Check	01/13/2017	198.78
Total for Check Number 95334:				198.78
95335	UB*03623	BRANDON OWENS Refund Check	01/13/2017	60.41
Total for Check Number 95335:				60.41
95336	UB*03624	DIANA RUSSELL Refund Check	01/13/2017	102.43
Total for Check Number 95336:				102.43
95337	UB*03625	AMANDA K & FRANK R WHITE Refund Check	01/13/2017	118.01
Total for Check Number 95337:				118.01
95338	UB*03626	BRAIDEN & ASHLIN SESSIONS Refund Check	01/13/2017	18.93
Total for Check Number 95338:				18.93
95339	UB*03627	MICHAEL SOMMERFIELD Refund Check	01/13/2017	22.22
Total for Check Number 95339:				22.22
95340	UB*03628	PHILIP & PATRICIA KING Refund Check	01/13/2017	25.59
Total for Check Number 95340:				25.59
95341	USA00	USA Bluebook	01/13/2017	
	133412	Water Misc Equipment.		545.32
	136511	Water Misc Equipment.		339.47
	137546	Wastewater Misc Equipment.		908.91
Total for Check Number 95341:				1,793.70
95342	usb04	U.S. Bank Corporate Payment System	01/13/2017	
	11/22/16	Hart		513.02
	11/22/16	Hawley		32.23
	11/22/16	Hunt		80.00
	11/22/16	Hunt		125.00
	11/22/16	Hedman		236.66
	11/22/16	Hedman		10.40
	11/22/16	Hookins		443.06
	11/22/16	Hookins Tax		12.75
	11/22/16	Hookins Tax		-12.75
	11/22/16	Latucca		303.55
	11/22/16	Latucca		258.00
	11/22/16	Latucca tax		6.31
	11/22/16	Latucca tax		-6.31
	11/22/16	Lombardi Stephanie		767.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	11/22/16	Lukins		570.50
	11/22/16	Lukins		8.26
	11/22/16	Maldonado		356.00
	11/22/16	Maldonado		348.72
	11/22/16	Maldonado		50.00
	11/22/16	Maldonado		46.70
	11/22/16	Maldonado tax		13.88
	11/22/16	Maldonado tax		-13.88
	11/22/16	Marshall		-39.96
	11/22/16	Mathus		76.57
	11/22/16	Miller		806.04
	11/22/16	Miller		168.13
	11/22/16	Osborne		229.73
	11/22/16	Osborne tax		3.20
	11/22/16	Osborne tax		-3.20
	11/22/16	Poole		3,077.96
	11/22/16	Prosser		1,164.84
	11/22/16	Prosser		565.00
	11/22/16	Reynolds		190.49
	11/22/16	Salyers		669.37
	11/22/16	Salyers		281.69
	11/22/16	Salyers tax		9.55
	11/22/16	Salyers tax		-9.55
	11/22/16	Shrum		200.00
	11/22/16	Shrum		379.36
	11/22/16	Shrum tax		10.03
	11/22/16	Shrum tax		-10.03
	11/22/16	Smull		273.95
	11/22/16	Spencer		264.01
	11/22/16	Spinale		44.24
	11/22/16	Thatcher		276.10
	11/22/16	Thomas		105.78
	11/22/16	Thomas tax		7.93
	11/22/16	Thomas tax		-7.93
	11/22/16	Thompson		1,624.72
	11/22/16	Tillman		1,799.00
	11/22/16	Tillman		12.00
	11/22/16	Trupovnieks		240.00
	11/22/16	Tyler		10.59
	11/22/16	Hanson		7,355.00
	11/22/16	Leftwich		437.14
	11/22/16	Leftwich		6.47
	11/22/16	Scanlon		14.18
	11/22/16	Schwartz		143.53
	11/22/16	Wheeler		47.99
	11/22/16	Wheeler		119.00
	11/22/16	Hanson tax		470.25
	11/22/16	Hanson tax		-470.25
	11/22/16	Alves		599.88
	11/22/16	Ambrose		360.00
	11/22/16	Ambrose		460.00
	11/22/16	Andrews		306.24
	11/22/16	Andrews tax		5.11
	11/22/16	Andrews tax		-5.11
	11/22/16	Angel		33.00
	11/22/16	Angel		33.00
	11/22/16	Angel		33.00
	11/22/16	Bermudez		360.00
	11/22/16	Bishop		1,450.46

112

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	11/22/16	Bishop tax		13.20
	11/22/16	Bishop tax		-13.20
	11/22/16	Bonar		408.19
	11/22/16	Bonar		38.67
	11/22/16	Boynton		21.95
	11/22/16	Boynton		1,709.25
	11/22/16	Bradley		139.18
	11/22/16	Brown		219.99
	11/22/16	Brown		29.71
	11/22/16	Butler		122.91
	11/22/16	Button		425.00
	11/22/16	Button		86.41
	11/22/16	Caples		571.12
	11/22/16	Craft		180.00
	11/22/16	Craugh		30.08
	11/22/16	Davis		375.00
	11/22/16	Decou		127.28
	11/22/16	Eide		-928.36
	11/22/16	Eide		16.14
	11/22/16	Eide		1,047.38
	11/22/16	Espinoza		124.54
	11/22/16	Ford		36.50
	11/22/16	Foster		28.91
	11/22/16	Friese		52.09
	11/22/16	Frost		7.35
	11/22/16	Halley		43.46
	11/22/16	Halley		351.28
	11/22/16	Halley		61.76
	11/22/16	Halley		245.12
	11/22/16	Halley		28.68
	11/22/16	Halley tax		13.53
	11/22/16	Halley tax		-13.53
	11/22/16	Halley tax		2.00
	11/22/16	Halley tax		-2.00
Total for Check Number 95342:				33,927.89
95343	USB05	US BANK National Association	01/13/2017	
	4500751	CFD 2005-1 Series 2009		2,860.00
	4501189	12Bridges Bonds series 2011 A & B		1,815.00
	4506028	Rev Bnds 2000 Series 2000		3,472.00
Total for Check Number 95343:				8,147.00
95344	VAL07	Valley Rubber & Gasket a Lewis-Goetz Co.	01/13/2017	
	SR026073	vehicle 1731		41.67
Total for Check Number 95344:				41.67
95345	WAV01	Wave Broadband	01/13/2017	
	12/21/2016	Cable connection Services for City Hall. Jan 20		102.72
Total for Check Number 95345:				102.72
95346	WES10	Western Truck Parts & Equip Co./Western	01/13/2017	
	SA20265	Equipment & supplies / Fleet.		465.75
Total for Check Number 95346:				465.75
95347	WTC01	WT Cox Subscriptions	01/13/2017	
	3024076	Magazine & Newspaper Subscription / Library.		159.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 95347:				159.62
95348	ZOR01	Zoro Tools, Inc.	01/13/2017	
	92471	Returned damaged Tool Box		-980.88
	92479	Returned damaged Tool Box		-777.22
	INV2382029	609 Swivel		111.87
	INV2415383	Cord reel - shop		351.59
	INV2466116			527.39
	INV2492765	tools		511.40
	INV2522347	Nitrile Sievels		111.87
	INV2711034	Tools		529.45
Total for Check Number 95348:				385.47
Total for 1/13/2017:				1,083,227.42
Report Total (99 checks):				1,083,227.42



10C

CITY COUNCIL REPORT

SUBJECT: Revised Appointment Process & Advisory Body Handbook

SUBMITTED BY: Gwen Scanlon, City Clerk

DEPARTMENT: City Manager's Department

DATE: January 24, 2017

STRATEGIC RELEVANCE: Organizational Efficiency

STAFF RECOMMENDATION(S):

Staff recommends that the City Council adopt a resolution approving the City of Lincoln Revised Appointment Process and Advisory Body Handbook.

BACKGROUND/ANALYSIS

On April 26, 2016 City Council approved Ordinance 911B making a number of changes to City committees, commissions and boards (Advisory bodies) in an effort to make these bodies more transparent and efficient. Since that time staff has been working to improve the process of Committee appointments detailed in the revised appointment process. The revised process allows for reappointment of incumbents, now that term limits are no longer in place, and allows applications and interviews for only those vacant positions every two years to align with the election cycle. Interviews will also result in an eligibility list allowing vacant positions to be filled in a timely manner.

The City's Advisory bodies are charged with formulating new ideas, information gathering, receiving public testimony and comments, analyzing complex issues, and making recommendations on specific projects and broad policy - all toward helping the City Council make better-informed decisions. To better define the role of the Advisory bodies, staff has created the Advisory Body Handbook which contains bylaws and a purpose statements. The handbook also contains each committee's membership, meetings, election, and other pertinent information.

Staff will also begin annual training in the next few weeks for the Advisory bodies to continue the goals of transparency, uniformity and improved communication with Council. This training is intended to define the role of the Advisory bodies as subject matter experts who advise Council who then directs staff and City resources. The training will also include information related to the Brown Act and how to take action minutes. The intent is that these minutes will be a one to two page summary of the Advisory body's meeting including all actions, recommendations or results of research. These minutes are distributed to all Council members and if needed the staff liaison can report further to Council as was recently done at a work session to discuss recreation standards.

ALTERNATIVES:

1. Adopt a resolution approving the Revised Appointment Process and Advisory Body Handbook for the City committees, commissions.
2. Provide staff with additional direction.

FISCAL IMPACT: none

1530956.1 13583-001



CITY MANAGER REVIEW OF CONTENT:

APPROVED AS TO LEGAL FORM:

ATTACHMENTS:

Attachment 1: Resolution

Attachment 2: Purpose statements for each of the committees, commissions and boards.

Attachment 3: Revised Appointment Process

Attachment 4: Advisory Body Handbook



ATTACHMENT 1

RESOLUTION NO. 2017-xxx

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINCOLN
APPROVING THE REVISED APPOINTMENT PROCESS
AND ADVISORY BODY HANDBOOK**

The City Council of the City of Lincoln does hereby resolve as follows:

Section 1. The Mayor of the City of Lincoln, with the consent of the City Council of the City of Lincoln does hereby approve the Revised Appointment Process, Exhibit A, and Advisory Body Handbook, Exhibit B.

Section 2. The Mayor of the City of Lincoln, with the consent of the City Council of the City of Lincoln does hereby approve the purpose statements for each of the City's committees, commissions and boards, Attachment 2.

PASSED AND ADOPTED this 24TH day of January, 2017 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

Peter Gilbert, Mayor

ATTEST:

Gwen Scanlon, City Clerk

ATTACHMENT 2

Accessibility Advisory Committee

ARTICLE 1: PURPOSE STATEMENT

The committee shall be an advisory body to the city council on policy issues related to accessibility issues for persons with disabilities, including, without limitations, topics arising under the Americans with Disabilities Act.

Airport Committee

ARTICLE 1: PURPOSE STATEMENT

The purpose of the Airport Advisory Committee is to work with City leaders to facilitate growth and financial prosperity at the airport and in the region by: maximizing the contribution of the airport; being advocates of the airport and communicating airport interests to stakeholders; staying abreast of all modern advances made in aviation; ensuring the airport is maintained and operated in a manner that is a safe and secure environment for all visitors; providing input and guidance on infrastructure improvements; and being supportive of all aspects of aviation from general aviation, corporate, and commercial patrons to the non-flying public.

Building Board of Appeals Bylaws

ARTICLE 1: PURPOSE STATEMENT

The building board of appeals shall have the authority as provided in Section 113 of the International Building Code with California Amendments and shall hear appeals from all decisions of the building official, including the denial of a variance from the provisions of this chapter, and shall also hear requests for variances from any provision of this chapter referred to it by the building official or community development director. Upon such references, or upon appeal, it shall have the same power as the building official to grant such variances and impose conditions thereon. Appeals to the building board of appeals shall be in writing and shall be filed with the city clerk no later than ten days from the date of the decision of the building official.

Members of the building board of appeals shall serve without compensation; however, the city council may reimburse said members for reasonable expenses incurred in the performance of their duties. Any person, including city staff, may appeal a decision of the building board of appeals to the city council. The appeal shall be in writing and filed with the city clerk no later than ten days from the date of the decision of the building board of appeals and shall be accompanied by a fee in an amount established by resolution of the city council.

Design Review Board

ARTICLE 1: PURPOSE STATEMENT

The purpose of the Design Review Board is to make recommendations on any matter requiring qualified aesthetic and/or architectural judgments to the end that the general appearance of any improvement shall preserve or enhance the physical environment and character of the community.

Economic Development Committee Bylaws

ARTICLE 1: PURPOSE STATEMENT

The Economic Development Committee is a body of citizens appointed to advise the City Council on matters related to business attraction and retention, development of plans, programs and strategies that relate to job creation, property and sales tax generation and to serve as a source of local input into economic development.

Fiscal & Investments Oversight Committee Bylaws

ARTICLE 1: PURPOSE STATEMENT

The Fiscal and Investments Oversight Committee reviews the fiscal status and investment direction of policies affecting cash flow management and the city's investment pool. The committee recognizes that sound cash flow management and prudent investment practices are critical factors in safeguarding the city's financial resources. The committee also conducts an annual review of the city's investment policies and provides recommendations to the City Council. Investment policy priorities, in order of importance are safety of principal, liquidity and then yield.

Library Advisory Board Bylaws

ARTICLE 1: PURPOSE STATEMENT

The Board acts as an advisory body to the Director of Library Services/Library Manager, City Manager, and City Council regarding the City's Library system, in order to provide comprehensive library services to the Lincoln community.

Library Advisory Committee Bylaws

ARTICLE 1: PURPOSE STATEMENT

The Library Advisory Committee (LAC) is an advisory body to the Lincoln City Council and the Western Placer Unified School Board of Trustees and the Sierra College Board of Trustees. The LAC shall make recommendations concerning library policies and priorities for the operation and administration of the Library at Twelve Bridges in support of the Library's mission. For further details on the duties and responsibilities of the LAC, please see section 11.3 of the 2003 Joint Use Cooperative Agreement for the Lincoln Public Library at Twelve Bridges.

Parks & Recreation Committee Bylaws

ARTICLE 1: PURPOSE STATEMENT

The Parks & Recreation Committee is a body of citizens appointed to advise the City Council on policy issues affecting the City's park and recreation programs including, but not limited to, facility expansion, creation of new programs, reduction or changes in program capacity, and marketing of park facilities and programs. The Committee's objective in advising the Council shall be the provision of public recreational and leisure facilities and services by maintaining the City's existing park and recreation programs and developing new programs, based on public demand and the City's financial capacity, to serve the community's leisure and recreational needs.

Planning Commission

PURPOSE STATEMENT

The planning commission duties are prescribed by Section 65101 of the Government Code. The planning commission shall serve as the “advisory agency” as the term is used in the Subdivision Map Act and shall consider such matters as may be prescribed by applicable state law and ordinances of the City. The planning commission shall form a five-person ad hoc theming and naming committee as necessary. The planning commission may periodically convene an advisory ad hoc theme and naming committee, which shall not be comprised of a quorum of its membership, for the limited purpose of assembling a list of proposed names for streets, public buildings and facilities, and parks and recreational facilities. The planning commission shall make a reasonable effort to consult with the Lincoln Museum Archives, local service clubs, and other individuals knowledgeable about the City’s history in forming the ad hoc theme and naming committee.

ATTACHMENT 3
REVISED APPOINTMENT PROCESS

CITY OF LINCOLN
BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENT PROCESS
(MADDY ACT)

Government Code Section 54972 states that on or before December 31 of each year, the legislative body or City Council must cause to be prepared a list of appointments of all ongoing boards, commissions and committees that are appointed by the City Council. This list must include which terms will expire during the next calendar year with the name of the incumbent appointee, the date of appointment, the date the terms expires, and the necessary qualifications for the position. A copy of the list is posted at the Public Library.

The following procedures are the general timeline and actions taken by the staff and City Council to obtain applications and select Commissioners:

1. Mid-August of even-numbered years:
 - Send letters with an application to board and commission members whose terms are expiring inviting them to re-apply and any person who has requested notice of vacancies
 - Send report to City Council of incumbents seeking reappointment including attendance records
2. September:
 - 1st Meeting – General Business staff report to gain Council consensus on reappointments
 - Publish public notice in The Lincoln News Messenger for two consecutive weeks
 - Post article on the City's website (homepage) with interactive application
3. October:
 - Early October, deadline for receiving applications
 - After reviewing applications, schedule a Special Meeting in November (after election) to interview applicants
 - Send letters to applicants notifying them of their interview date/time
 - Mid to late November, conduct interviews
 - After interviews, send letters to applicants notifying them of the results
4. January:
 - First Council meeting in January or as soon thereafter; appoint applicants

The appointment process applies to all appointments and reappointments to standing Commissions. The City Clerk will solicit applicants to serve on all the boards/committees/commissions. The City Council shall screen the applications and interview the remaining potential applicants. Each member of the City Council shall be allowed to nominate one member of the Planning Commission and the City Council may thereupon appoint such individual by majority vote. Except as otherwise provided, the members of all city commissions and boards shall be appointed by the mayor with the consent of the council. Any member of any board/committee/commission may be removed without cause at any time by a majority vote of the City Council. The terms of office for all boards/committees/commissions shall be four years. All terms shall begin on the second Tuesday of January or as soon thereafter. Should a public board/committee/commission member vacate their position prior to term expiring, a new member will be appointed to fill the remainder of that term and upon term expiring may be eligible to be appointed for a second term. Qualifications for appointment of members to the various Boards and Commissions are set forth in the Lincoln Municipal Code and various resolutions. Whenever an unscheduled vacancy occurs in any board, commission, or committee for which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the clerk of the local agency, the library designated pursuant to Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of notice in the clerk's office.

BOARDS/COMMISSIONS/COMMITTEES

The City of Lincoln City Council has formed a variety of boards, commissions, and committees to assist the City in the information gathering and deliberative process. Boards and Commissions are vital to the operation of the City and ensure public involvement in the governmental process. The Planning Commission is also delegated with decision-making authority for zoning related matters. The public is strongly encouraged to attend and participate in these meetings, or serve as a board or committee member or commissioner. It is the duty of each board's membership to provide feedback and direction to City Departments or the City Council on a variety of issues.

HOW DO I GET INVOLVED?

Members of the public are encouraged to attend public meetings of the City's Boards and Commissions and serve as members. For meeting information select the corresponding board or commission to the left.

HOW DO I BECOME A BOARD OR COMMISSION MEMBER?

When a position becomes available, a filing period is opened. During the open application period, interested persons submit an application form to the Office of the Clerk. After the close of the filing period, the applications are forwarded to the City Council for review. Recommendations are made to the Mayor, who will make appointments, subject to the confirmation of the City Council. This process takes an average of three months after the close of the application period. The process may take longer if insufficient applications are received and the application period is extended.

HOW DO I APPLY TO BE A BOARD OR COMMISSION MEMBER?

For more information on available positions, upcoming terms expirations, or for the application form, please visit [Board & Commission Openings](#).



Application for City Council Appointed Members to Boards/Commissions/Committees

Indicate your interest by selecting no more than two from the following list of City Council appointed Boards/ Commissions/ Committees. If appointed, your application will be made available to the press and public.

- ☐ **Economic Development Committee** ☐ **Library Advisory Board** ☐ **Library Advisory Committee**
- ☐ **Parks & Recreation Committee** ☐ **Planning Commission*** ☐ **Theme & Naming Committee**

* [Statement of Economic Interests \(Form 700\)](#) is required for Planning Commission.

1. CHOICE #1: _____ CHOICE #2: _____
2. NAME: _____
3. ADDRESS: _____
4. HOME PHONE NUMBER: _____ CELL PHONE NUMBER: _____
5. EMAIL ADDRESS: _____
6. NUMBER OF YEARS RESIDING IN LINCOLN: _____ ARE YOU A REGISTERED VOTER IN PLACER COUNTY? _____
7. EMPLOYER: _____
8. EMPLOYER ADDRESS: _____
9. OCCUPATION (IF RETIRED, INCLUDE FORMER OCCUPATION): _____
10. EDUCATIONAL DEGREES/CERTIFICATES: _____

11. PROFESSIONAL, PERSONAL, CIVIC, PHILANTHROPIC, COMMUNITY AFFILIATIONS AND INTERESTS: _____

12. ARE YOU PRESENTLY SERVING ON ANY OTHER CITY OF LINCOLN BOARDS OR COMMISSIONS : _____
13. DO YOU HAVE ANY RELATIVES ON THE SAME BOARD/COMMISSION THAT YOU ARE APPLYING FOR? _____
14. ADDITIONAL PERTINENT INFORMATION: _____

15. LIST THREE REFERENCES AND ADDRESSES OF SAME:
a) _____
b) _____
c) _____
16. IN 50 WORDS OR LESS, PLEASE INDICATE WHY YOU ARE INTERESTED IN SERVING ON THIS BOARD/COMMISSION/COMMITTEE: _____

17. HOW MANY HOURS PER MONTH COULD YOU DEVOTE TO THIS BOARD/COMMISSION/COMMITTEE: _____

PLEASE SUBMIT THIS APPLICATION TO THE CITY CLERK AT LINCOLN CITY HALL LOCATED AT 600 SIXTH STREET, LINCOLN, CA 95648

RESOLUTION 2016-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINCOLN
MAKING CHANGES TO THE APPOINTMENTS OF VARIOUS JOINT POWER
AGENCIES, REGIONAL BOARDS AND COMMITTEES, STANDING COMMITTEES
AND AD HOC COMMITTEES

The City Council of the City of Lincoln does resolve as follows:

Section 1. The Mayor of the City of Lincoln, with the consent of the City Council of the City of Lincoln, as required by Government Code Section 54970 et seq., does hereby appoint the individuals named in Exhibit A, attached hereto and incorporated herein by this reference, to various joint power agencies, regional boards and committees, and standing and ad hoc committees.

PASSED AND ADOPTED this XXth day of _____, 20XX by the
following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

Mayor

ATTEST:

City Clerk

EXHIBIT A



**CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
(Government Code Section 54972)**

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Term / Eligible for Reappointment
ACCESSIBILITY ADVISORY COMMITTEE (AAC) – 3 public members				
Meeting Time and Place – TO BE DETERMINED				
	AAC			
	AAC			
	AAC			



CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
(Government Code Section 54972)

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Term / Eligible for Reappointment
AIRPORT COMMITTEE – 5 public members				
Meets quarterly on the 3rd Wednesday of Mar., Jun., Sep. & Dec. at 9:00 a.m.. in the 1st Floor Meeting Room, City Hall				
	Airport			
	Airport			
	Airport			
	Airport			
	Airport			



CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
 (Government Code Section 54972)

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Necessary Qualifications for Position
BUILDING BOARD OF APPEALS – 6 qualified public members				
Meets – As Needed in a location to be determined				
	Building Board			
	Building Board			
	Building Board			
	Building Board			
	Building Board			
	Building Board			



CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
 (Government Code Section 54972)

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Necessary Qualifications for Position
DESIGN REVIEW BOARD (DRB) – 1 qualified public member appointed by City Manager Meets the 4TH Wednesday of the month at 9:00 a.m. in the First Floor Meeting Room,				
	DRB	Public Appointee		
	DRB	City Mgr Appointee		



CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
 (Government Code Section 54972)

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Term / Eligible for Reappointment
ECONOMIC DEVELOPMENT COMMITTEE (EDC) – 9 public members				
Meets the 2nd Wednesday of the month at 8:00 a.m. in the First Floor Meeting Room, City Hall				
	EDC			
	EDC			
	EDC			
	EDC			
	EDC			
	EDC			
	EDC			
	EDC			
	EDC			



CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
 (Government Code Section 54972)

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Necessary Qualifications for Position
FISCAL AND INVESTMENTS OVERSIGHT COMMITTEE – 2 public members				
Meets quarterly on the 1st Monday of Feb., May, Aug. and Nov. at 5:00pm in the 1st Floor Meeting Rm, City Hall				
	FISCAL			
	FISCAL			



CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
(Government Code Section 54972)

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Term / Eligible for Reappointment
LIBRARY ADVISORY BOARD / COMMITTEE – 6 public members				
Meets the 1st Wednesday of Feb., May, Aug., and Nov. at 6:00 PM in the Willow Meeting Room, 12 Bridges Library				
	LAB/LAC			
	LAB/LAC			
	LAB/LAC			
	LAB/LAC			
	LAB/LAC			
	LAB/LAC			



**CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
(Government Code Section 54972)**

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Term / Eligible for Reappointment
PARKS and RECREATION COMMITTEE – 9 public members				
Meets the 2nd Wednesday of the month at 8:00 a.m. in the First Floor Meeting Room, City Hall				
	Park & Rec			
	Park & Rec			
	Park & Rec			
	Park & Rec			
	Park & Rec			
	Park & Rec			
	Park & Rec			
	Park & Rec			
	Park & Rec			



CITY OF LINCOLN
LOCAL APPOINTMENTS LIST
 (Government Code Section 54972)

Incumbent Appointee	Commission/ Committee	Date of Appointment(s)	Date Current Term Expires*	Term / Eligible for Reappointment
PLANNING COMMISSION – 7 public members Meets the 3rd Wednesday of the month at 6:00 p.m. in the Council Chambers				
	Planning Commission			
	Planning Commission			
	Planning Commission			
	Planning Commission			
	Planning Commission			
	Planning Commission			
	Planning Commission			

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Rev. 01-24-2017

CA GOVERNMENT CODE

SECTION 54970-54974

54970. (a) The Legislature finds and declares that a vast and largely untapped reservoir of talent exists among the citizenry of the State of California, and that rich and varied segments of this great human resource are, all too frequently, not aware of the many opportunities which exist to participate in and serve on local regulatory and advisory boards, commissions, and committees.

(b) The Legislature further finds and declares that the general public of this state has traditionally been denied access to information regarding vacancies which occur on such boards, commissions, and committees, thereby denying most citizens and interest groups the opportunity to nominate for consideration by the respective appointive powers persons whose particular strengths, backgrounds, experience, perspective, and talents might contribute significantly to efficient and representative policy development and administration in local government.

(c) The Legislature further finds and declares that the respective local appointive powers have been denied access to a talent resource hitherto untapped.

(d) The Legislature further finds and declares that all citizens of the state, regardless of their place of residence should have equal access to specific and current information about the many local regulating and advisory boards, commissions, and committees and equal opportunity to be informed of vacancies which shall occur thereon, so that they may pursue the opportunity to participate in and contribute to the operations of local government by serving on such boards, commissions, and committees.

(e) It is therefore the intent of the Legislature that this chapter shall apply to all cities and all counties throughout California, including charter cities and charter counties.

54971. As used in this chapter:

(a) "Legislative body" means the board of supervisors or its chairman in the case of the county, or the city council or the mayor in the case of a city.

(b) "Local agency" means a county or city, whether chartered or general law.

1530955.1 13583-001

54972. On or before December 31 of each year, each legislative body shall prepare an appointments list of all regular and ongoing boards, commissions, and committees which are appointed by the legislative body of the local agency. This list shall be known as the Local Appointments List. The list shall contain the following information:

(a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(b) A list of all boards, commissions, and committees whose members serve at the pleasure of the legislative body, and the necessary qualifications for each position.

54973. The Local Appointments List shall be made available to members of the public for a reasonable fee which shall not exceed actual cost. The legislative body shall designate the public library with the largest service population within its jurisdiction to receive a copy of the list.

54974. (a) Whenever an unscheduled vacancy occurs in any board, commission, or committee for which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the clerk of the local agency, the library designated pursuant to Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office.

(b) Notwithstanding subdivision (a), the legislative body may, if it finds that an emergency exists, fill the unscheduled vacancy immediately. A person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to this section.

City of Lincoln Municipal Code

CHAPTER 2.50 – COMMITTEES, COMMISSIONS, AND BOARDS

2.50.010 - Established.

The following committees, commission, and board are established without loss of continuity: airport committee, fiscal and investments oversight committee, parks and recreation advisory committee, Lincoln library advisory board, planning commission, economic development committee, accessibility advisory committee, building board of appeals (see chapter 15.06), and design review board (see chapter 18.66).

2.50.010 - Appointment.

The city clerk will solicit applicants to serve on all committees, commissions and boards. The city council shall screen the applications and interview the potential applicants. Except as otherwise provided, the members of all city commissions and boards shall be appointed by the mayor with the consent of the council. Unless otherwise prohibited by other applicable law, city employees and staff members may serve on committees, commission, and boards.

2.50.020 - Vacancies.

Except as otherwise provided, a vacancy in membership in any committee, commission, or board shall be filled for the unexpired term according to the procedures in Section 2.50.010. A vacancy on the committee shall be filled by appointment for the unexpired portion of the term.

2.50.030 - Term.

The terms of office for all committees, commissions and boards shall be four years. Appointments shall be made for fixed terms commencing January 1. Where a mid-term vacancy occurs, the appointment shall be for the remainder of the term of the person vacating the office. No public committee, commission, or board member shall serve more than two consecutive terms.

2.50.040 - Removal.

No appointment shall create tenure or any property right in the person appointed. Any member of any committee, commission, or board may be removed without cause at any time by a majority vote of the city council.

2.50.050 – Record of Appointments.

The city clerk shall maintain a roster of all appointees showing their names, the office to which they have been appointed, the terms of appointment, and the dates of the beginning and of the end of the term of appointment.

2.50.060 - Absence from meetings without cause.

If a member of any committee, commission, or board is absent from three successive regular meetings of the committee, commission, or board without cause, the office of such member shall be deemed vacant and the secretary of the committee, commission, or board shall immediately inform the city manager of such termination.

2.50.070 - Absence from meetings with cause.

An absence due to illness or an unavoidable absence from the city where written notice of the absence is given to the secretary of the committee, commission, or board on or before the day of any regular meeting of the committee, commission, or board shall be deemed absence for cause.

CHAPTER 2.51 - AGENDAS AND PROCEDURAL RULES FOR CITY COMMITTEES, COMMISSIONS, AND BOARDS

2.51.010 - Meetings.

The regular meetings of the committee, commission, and board shall be established by resolution of each respective committee, commission, or board. Each committee, commission, and board shall create a document to be approved by a resolution of the city council identifying the purpose, intent, responsibilities, and functions of the committee, commission, or board. These functions may provide for the keeping of minutes. All meetings shall be open to the public and in compliance with the Brown Act, Government Code section 54950, et seq.

2.51.020 - Chairperson and vice-chairperson.

The membership of the committee, commission, or board may select a chairperson and a vice-chairperson to serve a term of one year each. In no case shall the chairperson or the vice-chairperson serve more than two consecutive terms.

2.51.030 - Agendas.

Every city committee, commission, or board subject to the Brown Act (Gov. Code § 54950, et seq.) shall post an agenda containing a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting at City Hall, 600 6th Street, Lincoln, California in a location readily accessible to the public at least seventy-two hours in advance of each regular meeting and at least twenty-four

hours in advance of each special meeting. A record of such posting shall be kept by the clerk of such board, commission or committee.

2.51.040 - Public discussion.

(a) Every committee, commission, or board subject to the Brown Act (Gov. Code § 54950, et seq.) shall establish a reasonable time at the beginning of its public meetings for public input and discussion on matters within the commission's, board's or committee's subject matter jurisdiction. Except for formal public hearings, public input and comment on matters on the agenda as well as public input and comment on items not otherwise on the agenda, shall be made during the time set aside for public comment; provided, however, that the presiding officer may direct that public input and comment on matters on the agenda be made when the matter regularly comes up on the agenda.

(b) The presiding officer of the committee, commission, or board may limit the total amount of time allocated for public discussion on particular items and/or the time allocated for each individual speaker.

2.51.050 – Non-agenda items.

Matters brought before the committee, commission, or board which were not placed on the agenda of the meeting may be discussed but shall not be acted upon unless such action is permissible pursuant to the Brown Act (Gov. Code § 54958). Those non-agenda matters for which action is not so authorized shall either be placed on the agenda of a future regular meeting of the committee, commission, or board or referred to staff at the direction of the presiding officer.

2.51.060 - Reimbursement for expenses.

The city council may approve reimbursement of members of the committee, commission, or board for reasonable expenses incurred in the performance of their duties.

2.51.070 - Studies by city personnel.

Upon a request from a committee, commission, or board, the city manager may, from time to time, allocate city personnel to conduct special studies for the committee, commission, or board, subject to the limitation of the city manager's contracting authority and any other limitations imposed by this code or applicable law.

CHAPTER 2.52 – AIRPORT COMMITTEE

2.52.010 - Established.

1530955.1 13583-001

The airport committee (“committee”) is established.

2.52.020 - Function—Objective.

The committee shall be an advisory body to the city council on policy issues affecting the Lincoln Airport. The committee shall create a document to be approved by a resolution of the city council identifying the purpose, intent, responsibilities, and functions of the committee.

2.52.030 – Composition.

The committee shall consist of seven members, with five public members appointed pursuant to Chapter 2.50 and two members of the city council appointed by a majority of the city council.

CHAPTER 2.54 – FISCAL AND INVESTMENTS OVERSIGHT COMMITTEE

2.54.010 - Established.

The fiscal and investments oversight committee (“committee”) is established.

2.54.020 - Function—Objective.

The committee shall be an advisory body to the city council on fiscal and investment matters. The committee shall create a document to be approved by a resolution of the city council identifying the purpose, intent, responsibilities, and functions of the committee. The committee shall also undertake all functions of the Retirement Board of Authority, as set forth in Resolution 2012-108, as now existing or hereafter amended.

2.54.030 – Composition.

The committee shall consist of seven members including two councilmembers selected by the city council, the city manager, the support services director, the city treasurer, and two city residents appointed pursuant to Chapter 2.50.

CHAPTER 2.56 - PARKS AND RECREATION ADVISORY COMMITTEE

2.56.010 - Established.

The parks and recreation advisory committee ("committee") is established.

2.56.020 - Function—Objective.

The committee shall be an advisory body to the city council on policy issues affecting the city's park and recreation programs including, but not limited to: facility expansion, creation of new programs, reduction or change in program capacity, and marketing of park facilities and programs. The committee's objective in advising the council shall be the provision of public recreational and leisure facilities and services by maintaining the city's existing park and recreation programs and developing new programs, based on public demand and the city's financial capacity, to serve the community's leisure and recreational needs.

2.56.030 Composition.

The committee shall consist of nine public members appointed pursuant to Chapter 2.50. At least six public members of the park and recreation advisory committee shall reside within the city limits of Lincoln.

2.56.070 - Responsibilities.

The committee shall be responsible for the following:

- (1) An annual analysis of the fee structure for rentals and use of public facilities, and a report to the city council as to any changes in the fee structure the committee deems advisable;
- (2) A review and advise on new and existing programs, projects, and services sponsored by the city to determine if the programs, projects, and services are fulfilling their stated objectives;
- (3) Review and advise on proposed park designs for park master plans;
- (4) The development of new recreational programs, projects or services to be recommended to the city council; and
- (5) The investigation into and search for outside funding sources for park and recreation programs, projects, and services.

CHAPTER 2.59 LINCOLN LIBRARY BOARD

2.59.010 Established.

There exists in the city of Lincoln a Lincoln Library Board ("board").

(Ord. 704B §1(part), 2001)
1530955.1 13583-001

2.59.020 Composition.

The library board consists of six public members. At least four public members of the library advisory board shall reside within the city limits of Lincoln.

2.59.030 Function—Objective.

The board is an advisory body to the city council regarding the city's library and shall make recommendations to the city council concerning library policies and the operation and administration of the library.

(Ord. 704B §1(part), 2001)

CHAPTER 2.60 PLANNING COMMISSION

2.60.010 - Established.

The planning commission is established.

2.60.015 - Composition.

The planning commission shall consist of seven public members appointed pursuant to Chapter 2.50. All planning commission members shall reside within the city limits of Lincoln.

2.60.020 - Nomination and appointment.

The city clerk will solicit applicants to serve on the planning commission. The city council shall screen the applications and interview the remaining potential applicants. Each member of the city council shall be allowed to nominate one member of the planning commission and the city council may thereupon appoint such individual by majority vote.

2.60.027 - Vacancies.

A vacancy in membership in the planning commission shall be filled for the unexpired term by a nomination by the city council member who initially had nominated that person and appointment by the city council.

2.60.030 - Duties.

The planning commission duties are prescribed by Section 65101 of the Government Code. The planning commission shall serve as the “advisory agency” as the term is used in the Subdivision Map Act and shall consider

1530955.1 13583-001

such matters as may be prescribed by applicable state law and ordinances of the city. The planning commission shall form a five-person ad hoc theming and naming committee as necessary.

2.60.035 – Theme and Naming Function.

The planning commission may periodically convene an advisory ad hoc theme and naming committee, which shall not be comprised of a quorum of its membership, for the limited purpose of assembling a list of proposed names for streets, public buildings and facilities, and parks and recreational facilities. The planning commission shall make a reasonable effort to consult with the Lincoln Museum Archives, local service clubs, and other individuals knowledgeable about the city’s history in forming the ad hoc theme and naming committee.

CHAPTER 2.62 - ECONOMIC DEVELOPMENT COMMITTEE

2.62.010 - Established.

The economic development committee (“EDC”) is established.

2.62.020 - Function—Objective.

The EDC shall be an advisory body to the city council on matters related to the attraction and retention of businesses; development and review of plans, programs, and strategies that relate to job creation; property and sales tax generation; and to serve as a source of local input into economic development.

2.62.030 Composition.

The EDC shall consist of nine public members appointed pursuant to Chapter 2.50, two councilmembers selected by the city council, the city manager, and one additional city staff person. At least three public members of the economic development committee shall reside within the city limits of Lincoln.

2.62.080 - Duties.

It is the duty of the EDC to recommend to the city council means of attracting and retaining business and generating property and sales tax. It is also the duty of the EDC to develop and review plans, programs, and strategies that promote job creation.

CHAPTER 2.64 – ACCESSIBILITY ADVISORY COMMITTEE

2.64.010 - Established.

The accessibility advisory committee (“committee”) is established.

2.64.020 - Function—Objective.

The committee shall be an advisory body to the city council on policy issues related to accessibility issues for persons with disabilities, including, without limitations, topics arising under the Americans with Disabilities Act.

2.64.030 – Composition.

The committee shall consist of three members appointed pursuant to Chapter 2.50.

ATTACHMENT 4
ADVISORY BODY HANDBOOK

ADVISORY BODY HANDBOOK



Prepared by the Office of the City Clerk

Contents

Introduction	3
Section 1. Advisory Body Basics	4
A. Background	4
B. Opportunities for Service	4
C. Membership Qualifications & Appointment Process	5
D. Oath of Office	5
E. Orientation	5
F. Term of Office	6
G. Removal from Office.....	6
H. Vacancies.....	6
J. Ethics and Conflict of Interest.....	6
K. Awards and Recognition	7
Section 2. How City Government Works	8
A. General Law City	8
B. City Council	8
C. City Organization	9
D. Council-Appointed Officers.....	10
E. City Departments	10
Section 3. How Advisory Bodies Work	13
A. Bylaws and Procedures	13
B. Continuity of Work and New Ideas	13
C. Communications.....	14
D. Role of City Staff Persons and Advisory Body Members	15
E. Absences, Leaves of Absence, and Resignations	15
F. Functional Review	16
Section 4. The Brown Act.....	17
A. Overview	17
B. Brown Act Provides for Public Comments	17
C. Common Questions about the Brown Act	18
Section 5. Tips for Being an Effective Advisory Body Member.....	20
A. Understanding Your Role and Scope of Responsibility	20
B. Prepare Ahead for Meetings.....	20
C. Develop Positive Relationships	21

D. Encourage and Honor Public Participation	21
E. Respect Individual Viewpoints	22
F. Communicate Effectively	22
G. Special Tips for the Chair	22
H. Managing Difficult Meetings	23
Section 6. Advisory Body Bylaws	24
A. Accessibility Advisory Committee Bylaws.....	25
B. Airport Committee Bylaws	27
C. Building Board of Appeals Bylaws.....	29
D. Design Review Board Bylaws	31
E. Economic Development Commission Bylaws	33
F. Fiscal & Investments Oversight Committee Bylaws	35
G. Library Advisory Board / Library Advisory Committee Bylaws.....	37/40
H. Parks & Recreation Commission Bylaws.....	43
I. Planning Commission Bylaws	45
Appendix A. Mission Statement	55
Appendix B. Organizational Values	56
Appendix C. Strategic Priorities.....	57

Introduction

Welcome to Lincoln City Government!

The City Council and staff hope that this Advisory Body Handbook will answer many of your questions and provide you with fundamental information related to the responsibilities of the City's various advisory bodies.

Serving on one of the City commissions, committees, or boards can be a fascinating and rewarding experience. These advisory bodies are charged with formulating new ideas, information gathering, receiving public testimony and comments, analyzing complex issues, and making recommendations on specific projects and broad policy - all toward helping the City Council make better-informed decisions.

As you may realize, it isn't always easy. Issues are often more complex than anticipated, public opinion can be sharply divided, questions may overlap, and sometimes the province of one body may also be the territory of another.

Much of the information in this Handbook comes from a variety of City policy documents, such as the City's Municipal Code, Financial Plan (or budget) and Council Policies and Procedures. In addition, State Law governs certain responsibilities of advisory body members. The material presented is intended to: 1) give interested persons an understanding of why the City's advisory bodies have been established and how they function within the overall governmental framework; and, 2) summarize the roles, relationships and responsibilities of each advisory body member. The Handbook is divided into six sections:

- Section 1: Advisory Body Basics
- Section 2: How City Government Works
- Section 3: How Advisory Bodies Work
- Section 4: The Brown Act
- Section 5: Tips for Being an Effective Member and Chair of an Advisory Body
- Section 6: Advisory Body Bylaws

Thank you for your interest in serving on one of our citizen advisory bodies and volunteering your time and skills to enhance our community.

Section 1. Advisory Body Basics

A. Background

Lincoln has a long history of involving its citizens in the business of their City government. Advisory committees and commissions provide an opportunity for interested residents to participate in the governing of their community under guidelines and procedures established by the Council. Advisory bodies can improve the quality of City government by providing the Council with resources to make better-informed decisions. Because of the nature of various advisory bodies, they can serve as the “eyes and ears” of the Council for issues and matters that otherwise might not receive the attention they deserve. Other benefits of advisory bodies include improvement in the lines of communication between the public and the Council, greater opportunities for discussion of public issues, and more citizen involvement in City government.

There is considerable variety in the purpose or charge of these bodies. Some are required by State law or the Municipal Code and are directed to guide certain City activities such as community planning or financial matters. Others have been created by the City Council to serve Lincoln’s unique needs.

However, the authority of an advisory body will depend upon its specific purpose. Some have been delegated specific authority to approve or deny projects. Decisions made by an advisory body may be appealed to the Council. The Council may not always accept the recommendation of an advisory body because of additional information available or a need to balance the recommendation with policy or community priorities.

Generally, advisory bodies are empowered only to make recommendations to the Council or to the City staff, unless specifically authorized by law or Council to do otherwise. Lastly, there should be two-way communication so that commissions are aware of the long-term goals Council has adopted, and the advisory body is able to present new ideas to the Council. Commission members are encouraged to attend Council meetings.

B. Opportunities for Service

Interested individuals may apply for appointment to any of the following City advisory bodies:

- Accessibility Advisory Committee
- Airport Committee
- Economic Development Committee
- Fiscal & Investments Oversight Committee
- Library Advisory Board/Committee
- Parks & Recreation Committee
- Planning Commission

C. Membership Qualifications & Appointment Process

The City of Lincoln encourages participation of a wide variety of its citizens through service on an advisory body. Unless specified, there is no special education, training or background required for appointment.

With the following exceptions, only residents who reside within the City limits are eligible to apply to an advisory body. Exceptions include the Accessibility Advisory Committee, Airport Committee, Library Advisory Board/Committee and Economic Development Committee.

Basic elements of the appointment process are as follows:

1. Each person seeking appointment or reappointment to an advisory body shall obtain and file an application with the Office of the City Clerk. Application may be made for a vacancy that currently exists or which may occur in the future.
2. Applicants should have read and become familiar with the contents of this handbook.
3. Applicants shall be screened and interviewed by the City Council. The Mayor, with the consent of the council, will appoint the committee member. City Council may, at their discretion, waive interviews for those applicants who have been interviewed previously.
4. Applicants not appointed will be so advised and their applications held for no less than two years for consideration in the event of a future vacancy.
5. As a general policy, an applicant shall not be appointed to serve on more than one advisory body except that a member may also serve on one technical or special-purpose committee at the same time. (Technical and special purpose committees are formed to address defined subjects. They frequently require members with specific areas of expertise.)

D. Oath of Office

Following appointment and usually at the next meeting of the advisory body, the City Clerk, or designee, will administer the Oath of Office. The Oath may also be administered in the Office of the City Clerk.

E. Orientation

After the appointments are made by the Council, new appointees will be given a resource manual including a variety of introductory references to assist them in becoming more fully knowledgeable about City government. The department serving as staff support to a particular advisory body will coordinate and conduct an orientation with new appointees. Before or during that orientation, support staff will provide relevant documentation and background information about the specific advisory body upon which the new appointee shall serve.

F. Term of Office

The term of office for each appointee to an advisory body shall be four years. Appointments shall be made for fixed terms commencing January 1. Where a mid-term vacancy occurs, the appointment shall be for the remainder of the term of the person vacating the office.

G. Removal from Office

No appointment shall create tenure or any other property right in the person appointed. Members of advisory bodies serve at the pleasure of the Council and may be removed without cause at any time by a majority vote of the City Council.

H. Vacancies

Seats become vacant in two ways; they either expire at the end of the term or an “unscheduled” vacancy occurs when a member resigns during a term. The City Clerk’s Office will advertise in accordance with statutory requirements and a subsequent appointment shall be made consistent with the provisions set forth in Section C, above.

I. Ethics and Conflict of Interest

1. The duties of an advisory body member shall be performed in good faith and in a manner which the member believes to be in the best interest of the City.
2. It is improper for any member of an advisory body to utilize, for personal pecuniary gain or in an otherwise self-dealing manner, any information which is received by reason of said membership and is not a matter of public record.
3. The Political Reform Act of 1974, as amended (Government Code sections 81000-91014) and the City’s Conflict of Interest Code; (Resolution No. 2014-020) require certain elected and appointed officials and designated employees to disclose certain personal financial holdings. Most of the City’s advisory bodies are solely advisory, meaning that final decisions are made by the City Council, and therefore are not required to file Statements of Economic Interest (Form 700).

However, because the following advisory bodies have limited decision-making authority, they are required to file Form 700 with the Office of the City Clerk:

- Planning Commission

Filing dates for Form 700 are as follows:

- Assuming Office Statement – Must be filed within 30 days of taking office.
- Annual Statements – Must be filed by April 1st of each year.
- Leaving Office Statement – Must be filed within 30 days of leaving office.

4. In addition to Conflict of Interest filing requirement, the following advisory board members are required to complete two hours of ethics training. For newly elected and appointed officials, the requirement is to receive this training within one year of assuming office and renew this training within two years of receiving the first training. The original proof of participation certificate, awarded after completion of the training, must be sent to the City Clerk.

- Planning Commission

5. Individual advisory body members should avoid making public comments on Council actions or public policies that might appear to represent the official position of their advisory body. Advisory body actions, with the voting of each member, are conveyed to the Council in the form of official minutes or by resolution. The Chair of an advisory body is the spokesperson for the advisory body.

6. Questions regarding possible ethical issues or conflicts of interest should be reviewed with the Chair, City Attorney, or City Clerk, as appropriate under the circumstances, in advance of the subject meeting or discussion.

J. Awards and Recognition

The City Council values and appreciates each citizen who volunteers his/her time and energy to serving the City on an advisory body. An annual appreciation event hosted by the City Council is one way in which appreciation may be expressed for all advisory body members. When a member terminates service on an advisory body, the Council will recognize that member's contribution to the City through an appropriate expression of appreciation. If that advisory body wishes to make its own presentation to an outgoing member, the Chair shall communicate with the City Clerk in order to avoid duplication of awards.

Section 2. How City Government Works

A. General Law City

Lincoln is a "general law" city incorporated on August 18, 1890. Under California law, the authority of a general law City is derived only from the powers granted to it by the general laws adopted by the State Legislature pertaining to the organization and operation of a municipality, and from the police power granted to it by the State Constitution. General law cities are governed by a city council of five members, a city clerk, a city treasurer, a police chief, a fire chief and any subordinate officers or employees as required by law. City electors may adopt an ordinance which provides for a different number of council members. The Government Code also authorizes the "city manager" form of government and municipal elections are conducted in accordance with the California Elections Code. Cities may also choose to elect the city council "by" or "from" districts, so long as the election system has been established by ordinance and approved by the voters. The Mayor may be elected by the city council or by vote of the people.

B. City Council

The City of Lincoln is governed by the City Council/City Manager form of government. A five-member City Council is elected at large to four-year terms to oversee the City operations and to guide the future development of the City. Council-member terms are staggered so that a measure of continuity is maintained in the transition from one Council to the next. City Council elections are held in November of even numbered years. The City utilizes a mayoral rotation system to determine which Council members shall be chosen to serve as Mayor and Mayor Pro Tem. The City Council also serves as the Board of Directors for the Successor Agency to the Former Redevelopment Agency of the City of Lincoln and the Lincoln Public Financing Authority. Regular Council meetings are held on the second and fourth Tuesdays of each month in the Council Chamber at City Hall. In addition, special meetings and study sessions are held from time to time as the need arises. The Mayor is the official spokesperson for the Council.

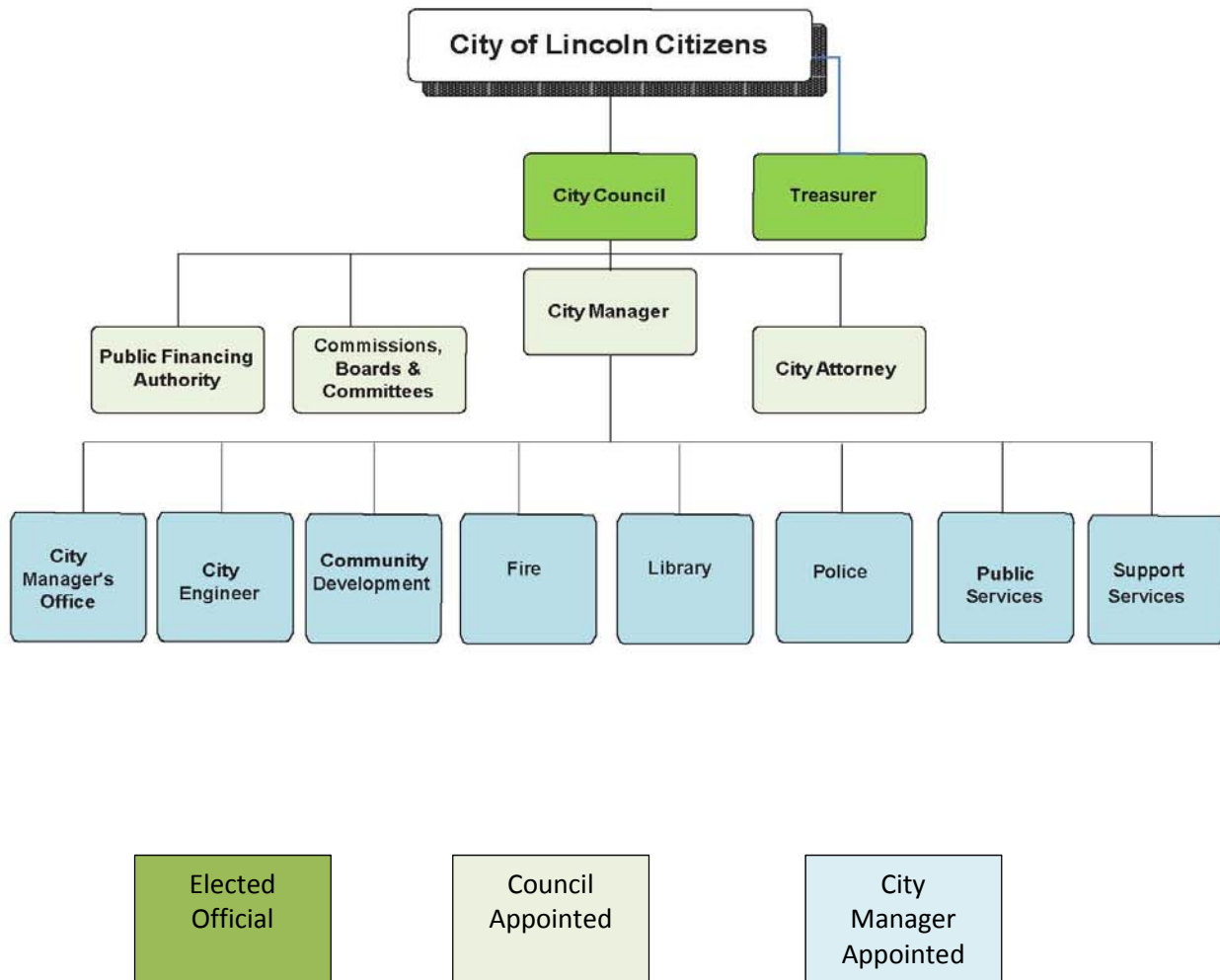
The Council has the power to make and enforce all laws and regulations relating to municipal affairs, subject to the limitations of the United States and California Constitutions, and certain state statutes.

Final decisions on City taxes and fees, budgets, City policies including the General Plan and land use issues, and other matters are made by the City Council.

C. City Organization

As shown on the Organizational Chart, the City Council is directly responsible to the citizens for the operation and well-being of the City. To carry out these responsibilities, the Council relies on:

1. The administrative skills of a City Manager
2. The legal advice of a City Attorney
3. The citizen advice rendered by advisory commission, committees, and boards.



D. Council-Appointed Officers

City Manager: The City Municipal Code requires the Council to appoint an executive to run the City's day-to-day operations. The City Manager is appointed by and directly responsible to the Council for all City activities. The eight operational departments, through their directors or chiefs, are responsible to the City Manager.

City Attorney: The City Attorney provides legal services and advice to the Council, the City Manager, departmental staff, advisory bodies and other City agencies or officials. The City Attorney represents the City in court, prepares ordinances and other legal documents, and prosecutes cases involving violations of City laws. The City Attorney is appointed by, and is directly responsible to, the Council.

Public Financing Authority(PFA): The PFA partners with the City to assist in the financing of public benefit projects that creates affordable housing, community infrastructure and improve the overall quality of life in Lincoln.

Commissions, Boards and Committees: These advisory body members are responsible for the functions of the various advisory bodies as detailed in this handbook and the Chair is responsible for committee compliance with the policies outlined in this handbook. It is important that recommendations the advisory bodies wish to communicate to the City Council are made through adopted or approved Council agenda procedures. Staff members shall assist the advisory body chair to insure appropriate legal review of City and state legislation is complied with.

E. City Departments

The following departments are directly responsible to the City Manager.

City Manager's Department: The City Manager's Department is responsible for providing information and recommendations to the Council, implementing Council policies, and guiding the day-to-day operations of the City. In addition, the City Clerk, Economic Development, Human Resources and Special Projects are carried out by staff in the City Manager's Department. The City Clerk provides a full range of services for the City Council, including preparation of the agendas and minutes, codifying ordinances, and conducting elections. The City Clerk also administers the advisory body appointment process. Economic Development provides staff support for a City advisory body. The Human Resources and Special Projects Department conducts a comprehensive personnel management program to attract and retain competent City employees. The Director is responsible for recruiting, testing, classifying, evaluating and training employees, evaluating employee salaries, administering the City's Personnel Rules and Regulations and directing the City's Risk Management Program. The Director of Human Resources is appointed by, and is responsible to, the City Manager.

City Engineer: The City Engineer's Department is focused on project and program support of activities that are primarily in the public right-of-way, public infrastructure, and City facilities. Such activities usually deal with public infrastructure such as roads, streets, bridges, utility lines and waterways. The City Engineer's Department staff performs final

review following initial review and conditioning by Community Development, and approves all new residential development improvements for conformance to the City of Lincoln Improvement Standards and Design Criteria. The City Engineer's Department develops, implements and oversees and inspects the capital improvement program for public infrastructure and builds, updates and maintains the City's GIS for efficient retrieval of information related to City utilities, streets and other infrastructure.

Community Development: The Community Development Department has five divisions, all under the direction of the Community Development Director who is appointed by, and is responsible to, the City Manager. The Community Development Department is part of a one-stop operation that addresses permitting and development aspects for all new development that occurs in the City. This includes operations within Administration, Building, Code Enforcement, Planning, as well as corollary services involving land development Engineering. Administration Division provides direction, coordination and support to the Building and Planning functions. Building Division provides for review and processing of building permit submittals for remodels and new construction, plan checking, permit issuance and field inspections, ensuring compliance with all applicable Building Codes. Related actions include abatement of dangerous structures. Planning and Engineering Divisions review and process various development entitlement applications (such as conditional use permits, general development plans, design review and tentative maps, along with environmental review of these projects where required), and long-range planning actions (such as the oversight of the City's General Plan and other key policy documents that help guide future development). This also includes Code Enforcement Division actions, which support the above services by ensuring City Codes related to development and land use are adhered to, and includes tracking of and responding to complaints.

Fire: The Fire Department responds to and helps mitigate emergencies providing the highest level of service that available funds allow. This enhances the quality of life of residents and the economic vitality of the businesses we serve. The City of Lincoln is served by its three fire stations and a staff of twenty full-time employees which is augmented by reserve and volunteer firefighters. The Fire department responds with teams of two person fire engines and will continue to strive to exceed customer expectations. The department's ability to maintain staffing levels and keep all three fire stations open is limited to available funding for overtime within the department's budget. The department continues to provide and receive assistance from neighboring jurisdictions through mutual and automatic aid whenever possible. Like most communities across America, emergency medical service (EMS) calls far outnumber fire calls for service.

Library: The Library at Twelve Bridges has been providing library services and programming to the community 23 hours per week. New initiatives include advertising library services and programs on the Lincoln Public Access Channel and via social media; improving library security with ID badges for Volunteers and installation of security cameras and panic button at Circulation Desk. The Library has the following programs: Family Storytime, Mother Goose on the Loose Storytime, Movie Night, Summer Reading Program, Homework Help Center and the Reference Center.

Police: The Police Department has primary jurisdiction for the enforcement of state law within City of Lincoln as well as certain ordinances included in the City's municipal code. Additionally, the Police Department implements and manages programs designed to reduce crime, and partners with other City departments, government entities, stakeholder groups, and individual citizens to protect the quality of life in Lincoln. This department is under the direction of the Chief of Police who is appointed by, and is responsible to, the City Manager. The Department's core service responsibilities include, but are not limited to, the following: 1) Provide a public safety answering point and resources to respond to immediate threats to life and property, 2) provide a police presence to deter and interdict crime and public offenses, 3) investigate crime and public offenses; identify and apprehend offenders and prepare cases for prosecution and 4) undertake activities and maintain systems as mandated by state and federal law. The police department sponsors a 45 member Lincoln Police Volunteer program that supports the department's operations and provides a variety of community safety programs.

Public Services: The Public Services Department provides infrastructure, public health and safety, and management services. The Department includes design, operations and maintenance for the majority of City facilities and City delivered services. These services are administered through the Department's operating areas, including Administration, Airport, Facilities, Open-Space management, Parks, Fleet, Parks & Recreation, Solid Waste, Streets, Wastewater Collection/Treatment, Water Distribution and Water Quality. The Department operates facilities that are critical to maintaining public health and welfare and services that are very highly regulated by State and Federal government agencies. The nature of the functions overseen by Public Services requires a significant level of interaction with internal and external customers, including citizens, businesses, other City departments, and other users of City facilities. The direct customer contact provides substantial and immediate feedback, and staff has a high commitment to customer service. The majority of the Department operations are funded through enterprise funds or through restricted funds with very little General Fund revenue. Leisure Services Division is dedicated to meeting the recreational needs of the citizens of Lincoln by providing quality programs and exceptional customer service. In addition, the Parks and Recreation division contributes to the City's park master planning and serves as a liaison with the Parks and Recreation Committee and offers five program areas: Administration, Adult Sports, Aquatics, Camps/Community Classes, and Youth Sports

Support Services Department: The Support Services Department provides services to enable the rest of the organization to deliver direct services to the community of Lincoln. The department is comprised of the following core services: Administration, Budgeting, Finance, Utility Billing, Central Services (Purchasing, Risk Management), and Information Technology. The Support Services Department is responsible for sound fiscal management that facilitates meeting the needs of the organization by achieving the following goals and objectives: 1) Maintain the integrity of the City's financial reporting system, 2) Provide timely and accurate information which will enable City leadership to make informed decisions regarding the financial affairs of the City, 3) Manage and protect the City's financial resources, 4) Manage the City's budgetary process, 5) Manage the City's Investment Portfolio. 6) Coordinate the efficient purchase of goods and services to support City operations and 7) Manage the City's information technology contracted services.

Section 3. How Advisory Bodies Work

A. Bylaws and Procedures

1. Bylaws: Each advisory body has approved bylaws that set forth procedures, purpose, specific functions, meetings, officers, budget, etc. (Municipal Code 2.51.010). By May 1st of each odd-numbered year, the bylaws of each advisory body shall be reviewed by that body. Any proposed changes shall be submitted to the Council through the City Clerk for approval. If no changes are proposed, a report of the review shall be submitted.
2. Parliamentary Procedures: All advisory body meetings shall be conducted in accordance with City practices and policies. Robert's Rules of Order, Newly Revised, shall also be used as a general guide in conducting meetings. Questions should be directed to the appropriate City staff. A quorum of the Committee shall be as stated in individually adopted advisory body bylaws or procedures.
3. Meetings & Events: All regular meetings shall be held at the established time and place set for that body. Council may hold an event from time to time to recognize advisory body members. (See also Section 1 K).

B. Continuity of Work and New Ideas

1. Continuity: There exists a pattern of continuing work for every advisory body in order that the needs of the community are served in a thoughtful yet expeditious manner. Advisory body Chairs and the assigned professional staff are the responsible parties for establishing an even flow of work. New members to advisory bodies are expected to familiarize themselves with the workload. Normally, it will take new members a bit of time to develop a full understanding of their new work and confidence in their decision-making abilities. Staff members can be helpful with questions.
2. New Ideas: Advisory body members should view themselves as an extension of the abilities of the Council and staff to see and hear matters of importance in our community. Sometimes old policies and established ways of doing things need to be changed. Sometimes fresh ideas need to be given a trial. How does the process of developing a new "idea" work?
 - a. Test the idea on friends; are reactions favorable?
 - b. Bring the idea to your advisory body under the portion of your agenda where individual member comments on items not on the agenda are entertained. If fellow members react favorably; the idea should be formalized in written form.
 - c. At this point, the "cost" of the idea in terms of staff time and dollars must be evaluated. If staff sees the cost to be minor and the impact on City operations to be negligible, the idea can be agendized, discussed publicly and a final decision can be made for a recommendation to the City Council.

- d. Should the “cost” in staff time and money be deemed high, then the Council should be properly informed and budgeting and staff time approved before further action is taken by the advisory body.

A good time for advancing new ideas is during the City Budgeting Workshops, when advisory bodies and citizens are actively encouraged to offer such suggestions to the Council, as most of the resource decisions are made at that time.

C. Communications

1. Written Reports: Advisory bodies are occasionally requested to make special reports or recommendations to the Council on specific subjects. The Council may make this request in writing, with specific direction as to the approach, scope, and schedule for the study desired. These recommendations often play a major role in assisting the Council to reach a final decision on important issues.
 - a. Any recommendation or report from an advisory body is required to be in written form. If the matter is to appear on the Council agenda, the report must be submitted to the City Clerk no later than three weeks prior to the Council meeting at which the report is to be considered. This report becomes part of the record and is forwarded to each Council Member for review in advance of public consideration.
 - b. Some advisory bodies may receive study or action requests from citizens or groups. These requests should also be presented in writing to the advisory body, which will then determine if the committee wishes to pursue that particular issue. The committee shall advise the Council of the request and the body’s determination for action.
2. Goals/Budget: Each advisory body shall prepare proposed major City Goals and Objectives in a manner established by the City Manager. The advisory body Chair will be responsible for speaking to this proposal when the Council conducts its goal setting in study session. The City Manager will notify the Chair of time and place of such Council review. More detailed budget proposals will be made through advisory body staff, consistent with the budget schedule and process.
3. Statements: An advisory body does not have authority to speak for the City. If the body wishes to recommend that a statement be made, such as a letter written to state a position, it shall be submitted to and receive approval of the Council.
4. Public Forums and Surveys: An advisory body shall not sponsor or co-sponsor a public forum, meeting or survey without the prior approval of the Council.
5. Personal Testimony: If a member of an advisory body appears before the Council (or another advisory body) in a capacity other than as representative of his/her body, it should be explained in advance that any statements made are not to be construed as representing the opinions or recommendations of the advisory body.

6. Changes: Changes in a member's address or telephone number, and the names of new officers, shall be submitted to the City Clerk and advisory body staff liaison as soon as possible.
7. Annual Report: Each advisory body is required to submit to the Council by May 1st an annual report describing its activities and evaluating its progress for the year.

D. Role of City Staff Persons and Advisory Body Members

Staff support and assistance is provided, but advisory bodies do not have supervisory authority over City employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Manager and Council. The advisory body members are responsible for the functions of the advisory body and the Chair is responsible for committee compliance with the policies outlined in this handbook.

Staff support includes preparation of a summary agenda, preparation of agenda reports providing a brief background of the issue, a list of alternatives, recommendations and appropriate backup material, as necessary. Staff will assist advisory bodies in the conduct of public meetings and ensure that the business listed on the agenda is addressed. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues involved. An assigned body member, unless a Secretary is appointed by the body, insures that minutes are taken as needed.

It is important that recommendations the advisory bodies wish to communicate to the City Council are made through adopted or approved Council agenda procedures. Staff members shall assist the advisory body chair to insure appropriate legal review or City and state legislation is complied with.

E. Absences, Leaves of Absence, and Resignations

1. Attendance: If an advisory body member fails, for any reason, to attend three successive regular meetings without cause, that member shall automatically be considered for replacement. The Chair of the advisory body shall inform the Council, through the City Clerk, of such a situation, explaining any extenuating circumstances resulting in the absences.
2. Absences: There shall be no "excused" absences. Because of quorum requirements, when an absence is anticipated, the individual advisory body member is responsible for notifying the Chair or the secretary in advance and the absence shall be counted in that member's attendance record.
3. Leaves of Absence: Leaves of absence are not granted to advisory body members except under very unusual circumstances and when authorized in advance by the Council.
4. Resignation: In the event a member finds it necessary to resign from an advisory

body, a letter of resignation stating the effective date of the resignation shall be immediately directed to the Council through the City Clerk, with a copy forwarded to the Chair of the advisory body.

F. Functional Review

1. Election: Each advisory body, at its first annual meeting, shall elect a Chair and a vice Chair.
2. Terms of Office: The term of office of a Chair or vice Chair shall be one year, commencing upon election. No person shall serve as Chair or vice Chair for more than two consecutive terms except if noted elsewhere under specific boards and commissions.

Section 4. The Brown Act

A. Overview

The State Legislature has declared that the actions of public bodies be taken openly and that their deliberations be conducted openly. California's Ralph M. Brown Act (found in the Government Code Section 54950 through 54961), also known as the "open meeting law," applies to all advisory bodies, and requires that they:

1. Meet within the jurisdictional limits of the City.
2. Post the agenda 72 hours before a regular meeting containing a brief general description of each item of business to be transacted or discussed.
3. Hold open and public meetings.
4. Give notice of the meetings to any requesting party at least 24 hours prior to the meeting.
5. Provide in bylaws or rules for time and place of regular meetings, if regular meetings are to be held.

A meeting is defined as a gathering of a majority (quorum) of the advisory body for the purpose of discussing items before the body or conducting other business of the body. It is important to understand that the Brown Act generally prohibits any action or discussion of items not on the posted agenda. There are special posting requirements for advisory body agendas:

- Regular Meetings – 72 hours in advance
- Special Meetings – 24 hours in advance
- Adjourned Meetings – a regular or special meeting may be adjourned to a specific time and place (usually to continue a public hearing or other business). A special notice is required and should be posted within 24 hours of adjournment.

B. Brown Act Provides for Public Comments

The Brown Act mandates that regular meeting agendas allow for two types of public comment periods. The first is a general audience comment period, where the public can comment on any item of interest that is within subject matter jurisdiction of the local agency and that is not listed on the posted agenda. This general audience comment period may come at any time during a meeting (§54954.3).

The second type of public comment period is the specific comment period pertaining to items on the advisory body's agenda. The Brown Act requires that the advisory body allow these specific comment periods on agenda items to occur prior to or during the advisory body's consideration of that item (§54954.3), including consent calendar items.

Public Comments at Special Meetings: The Brown Act requires that agendas for special meetings provide an opportunity for members of the public to speak about any item listed on the agenda prior to the advisory body's consideration of that item (§54954.3). Therefore, for special meetings, advisory bodies must allow public comments for items on the agenda, however (unlike regular meetings), a public comment period for items not on the agenda is not required.

Limitations on Length and Content of Public's Comments: The Brown Act allows a legislative body to adopt reasonable regulations limiting total amount of time allocated for public testimony. In Lincoln, the typical time limit for speakers is three (3) minutes.

It is not permissible to prohibit public criticism of policies, procedures, programs, or services of the City or acts or omissions of the City (§54954.3(c)). This does not mean that a member of the public may speak on "anything." If the topic is not within the subject matter jurisdiction of the advisory body, the Chair should remind the speaker to direct his/her comments to only those subjects within the advisory body's purview.

C. Common Questions about the Brown Act

The following is intended to give advisory body members a broad understanding of the Brown Act. Please consult with the staff liaison, the City Clerk, or the City Attorney for more specifics.

1. What are serial meetings?

A serial meeting is any direct communication amongst a majority of the members, outside of a meeting, to develop a collective concurrence as to action to be taken on an item by the members. Serial meetings are strictly prohibited by the Brown Act.

Even though a majority of members never gather in a room at the same time, a Brown Act violation may occur if ideas are exchanged among the majority by going through any person acting as an intermediary (including staff), and/or through the use of a technological devices, e.g. telephone answering machine, computer email, social media or voice mail.

2. What are some examples of serial meetings?

The most common example of a serial meeting is when "Member A" calls "Member B" and then "Member B" calls "Member C," and so on to share ideas among a majority of the advisory body.

Another example: A member of a five-member advisory body receives a letter regarding City business and writes a note on that letter that says "I agree," and then provides a copy of the letter to two other members.

Email can also be troublesome. Here's an example of how easy it can be to unintentionally conduct a serial meeting: A staff member sends out via email a document in draft form for review by the advisory body prior to a meeting. "Member

A" recommends to staff a revision and copies fellow advisory body members. "Member B" disagrees with the proposed change and others begin to "weigh in" on the subject.

3. This seems restrictive... aren't there any exceptions?

Of course, prohibition against serial meetings does not prohibit all communication between individuals regarding City business. The Brown Act only prohibits use of serial meetings to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body. This does not prohibit a staff person from "briefing" members provided that the briefing is limited to furnishing information, and the staff person does not solicit opinions concerning an appropriate course of action for City and then share them among the members.

4. What's a Quorum?

A quorum is the majority (more than half) of the total number of established members of the committee. A quorum must be present for any business discussion or action to take place. A quorum must be present for the duration of a meeting. If a member leaves during the meeting, resulting in the lack of a quorum, no further business may be conducted and the meeting must be adjourned.

5. What are some exceptions to the Brown Act?

Advisory body members may attend and/or participate in the following as long as a majority of the members do not discuss amongst themselves matters that are within the subject jurisdiction of the advisory body:

- Informational or educational workshops or conferences
- Community meetings, such as town hall meetings, workshops, forums, etc. not sponsored by the advisory body
- A meeting of another body of the local agency
- Social or ceremonial events.

6. Can an advisory body conduct a retreat?

"Team building" or "goal setting" retreats may be held, but they must be held within the City, be properly noticed, and be open to the public.

Section 5. Tips for Being an Effective Advisory Body Member

A. Understanding Your Role and Scope of Responsibility

After appointment by the Council, the City Clerk will present new advisory body members with a useful binder of information about the City, which includes this handbook. In addition, the City staff member designated to serve in support of your advisory body will schedule an orientation appointment with you. This is your chance to learn more about City government and the scope of responsibility of the advisory body to which you have been appointed. In addition to reading this Handbook (which will answer many of your questions), start preparing for your new role by:

1. Reviewing the City's Mission Statement, Organizational Values, and your advisory body by-laws.
2. Reading the other information provided to you in your orientation binder about the City and your specific advisory body. Keep the binder handy for easy reference and review.
3. Getting to know fellow advisory body members and staff. Learn the history and "language" of your advisory body. Ask about upcoming issues.
4. Considering meeting with the Chair of your advisory body and/or a Council Liaison to learn more about your role and to understand expectations. This will help you focus in on the "big picture" and how you fit in.
5. Becoming familiar with basic meeting management and diplomatic decision-making procedures.
6. Attending training programs and workshops offered to you by the City.

B. Prepare Ahead for Meetings

Most citizens understand when they apply to serve on an advisory body that they will be making a commitment of time to attend meetings, but many are often surprised by the amount of time it takes to prepare properly for a meeting. Being prepared is key to making good decisions and will strengthen the value of your advisory body's recommendations.

1. Do your homework! This involves setting enough time aside to review thoroughly and consider the entire agenda packet.
2. When you receive your agenda packet, read it carefully. Be prepared to discuss fully, evaluate, and act on all matters scheduled for consideration. Think about:
 - a. The number of items.
 - b. Those items that may be controversial.
 - c. Difficult procedural items.
 - d. Issues you know little about.

3. Visit any sites or facilities that will help you understand the issues.
4. Start a list of questions for staff.
5. Call or meet with staff before the meeting to learn more, if need be. Getting more information ahead of time may make your decision-making easier and help move the meeting. Your questions may also alert staff to issues that others may also be pondering. Advance knowledge assists staff with preparing oral reports and adequately addressing the issues during the meeting.
6. Show up on time and be ready to work. (It's also helpful to be well rested!)

C. Develop Positive Relationships

Being selected by the City Council to serve on an advisory body is a high honor and provides a unique opportunity for genuine public service. Open, honest and supportive relationships with the City Council, with City staff and fellow members of your advisory body will ensure your success and effectiveness.

1. The proper channel to contact City staff on items of consideration is through the designated City staff person providing support to your advisory body.
2. Demonstrate respect to your fellow advisory body members by being a good listener, by communicating honestly, and by being dependable.
3. Adopt a positive attitude and become a problem-solver.
4. If you have a new idea, propose it to the group as a whole. (See also Section 3.C.2, Continuity of Work and New Ideas.)
5. If friction develops, individuals should make every attempt to clarify differences and make certain that clear communication is taking place. The public meeting should not be used to express anger or disagreement.
6. If differences cannot be resolved, consider consulting with the appropriate individual/s next in line in the "chain of command": 1) Staff Liaison or Chair, 2) the Department Head, 3) City Manager or Council Liaison.

D. Encourage and Honor Public Participation

Some advisory body meetings are well attended by the public and others are not. Nevertheless, it's important to remember that everyone is entitled to his or her own opinions.

Some members of the public are quite used to speaking before a public body, but most are not. Individuals may address the advisory body to either present an issue or concern, or to speak for or against an item. This may be the first time they have ever done this, and they may find the experience intimidating. Anxiety can be expressed in a variety of ways, including aggressiveness or forgetfulness, so be patient and remember to:

1. Be fair and consistent.
2. Pay attention to all speakers and actively listen to what they are saying.
3. Ask questions for clarification, but avoid debate or "cross-examining."
4. Be sure that your body language is not sending mixed or negative messages.
5. See also this section G: Special Tips for the Chair.

E. Respect Individual Viewpoints

Although it may seem like this tip could simply go unsaid, it is important to remember it (especially when you feel very strongly about a matter): Treat fellow members of your advisory body, staff, and the public with respect and courtesy at all times.

1. Ask the Chair for permission to speak.
2. Allow others time to present their views fully.
3. Actively listen and seek to understand.
4. Avoid interrupting others.
5. Be open to new ideas.
6. Explore alternatives.
7. When necessary, agree to disagree.

F. Communicate Effectively

Advisory body members serve as a communications link between the community, staff, and City Council. You provide a channel for citizen expression. Not only is it important for you to listen carefully to others, but you also need to be able to communicate effectively what you are hearing and thinking.

1. Take notes to remind yourself of questions you want to ask or important comments you wish to make.
2. Be direct, open, and forthright.
3. Provide rationale for opinions or recommendations.
4. Stay on topic.
5. Take your charge seriously, but maintain composure and keep your sense of humor.
6. When speaking to the public and/or press, be sure you are representing the majority views of your individual advisory body. Personal opinions should be clearly identified as such.
7. Speak clearly and be sure people can hear you.
8. If you wish to communicate using electronic mail (email), use the tool wisely. It is easy to unintentionally violate the Brown Act, so certain caution must be exercised when using email. (See Section 4, Common Questions about the Brown Act.)

G. Special Tips for the Chair

The Chair's main role is to provide the advisory body with group direction and to set the tone for meetings. The Chair must balance being strong enough to move the meeting along and democratic enough to involve all members in the meeting. The effective Chair:

- 1) Explains the public participation process to the audience. (For example: "The commission will hear first from staff who will present the staff report. Commission questions to staff will follow and then the floor will be open to the public, who may comment on the matter. Following public comment, the matter will come back to the commission for our deliberation and action.")
- 2) Announces each item before discussion begins.
- 3) Is even-handed and fair to all participants.

- 4) Observes specified time limits, three minutes per speaker unless special circumstances exist.
- 5) Protects commissioners and staff from verbal attacks.
- 6) Solicits opinions, feelings, and positions from all members.
- 7) Encourages the generation of alternative solutions.
- 8) Protects new thoughts from being rejected prior to fair evaluation.
- 9) Discourages finger pointing and blame-orientated statements or questions.
- 10) Keeps the discussion focused on the issue.
- 11) Delays evaluation and analysis of alternatives until all are on the table.
- 12) Guides the process of screening alternatives and selecting the solution.
- 13) Attempts to obtain consensus.
- 14) Moves the meeting along and does not let the advisory body drift off the subject at hand.

H. Managing Difficult Meetings

Here are some additional tips for managing any meeting, but particularly the difficult ones:

- 1) Encourage the designation of a spokesperson for any groups.
- 2) Ask staff to make sure there are plenty of extra agendas and staff reports.
- 3) Establish and announce rules before the meeting begins.
- 4) Introduce each item and possible actions.
- 5) Try not to waste time on routine items.
- 6) Encourage speakers to address the advisory body and not the audience.
- 7) Discourage clapping and shouting.
- 8) Use recesses to help diffuse hostility.
- 9) Adhere to speaker time limits.
- 10) If you don't already, use speaker slips/cards.
- 11) Make sure that all advisory body members are addressing each other, through you, and not the audience.
- 12) Consider continuing an item for further discussion if it appears consensus may not be reached.

Section 6. Advisory Body Bylaws

Permanent advisory bodies are established by the City Council by either ordinance or resolution. Membership is defined in the enabling legislation and all members are appointed by the Council. Members are selected:

- On the basis of interest, experience and knowledge in the field pertinent to the committee.
- To represent a particular segment of the community.
- From a broad representation of community interest and expertise.

Most advisory bodies meet regularly at established times. Some advisory bodies are defined as technical or special-purpose. They may meet regularly or only when projects or proposals require their attention.

ACCESSIBILITY ADVISORY COMMITTEE (AAC) BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The committee shall be an advisory body to the city council on policy issues related to accessibility issues for persons with disabilities, including, without limitations, topics arising under the Americans with Disabilities Act.

ARTICLE 2: MEMBERSHIP

The Accessibility Advisory Committee has three public members appointed pursuant to Municipal Code Chapter 2.50 with experience and training on matters pertaining to accessibility issues for persons with disabilities, including, without limitations, topics arising under the Americans with Disabilities Act desired.

Each member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election.

ARTICLE 3: MEETINGS

Regular meetings shall be held quarterly at a time to be determined. Agenda items shall be completed by one hour after meeting start time unless a majority of Committee members agree to extend the meeting. Regular meetings shall be held in the First Floor Community Conference Room, City Hall, 600 Sixth Street, Lincoln, California. In the event that the Accessibility Advisory Committee desires to hold all or any portion of a regular meeting at a place other than the First Floor Community Conference Room, City Hall, then the place of such meeting shall be posted on the bulletin board just outside the front entrance of City Hall, prior to the time designated for the meeting in accordance with law.

ARTICLE 4: ELECTION OF OFFICERS

The ADA Coordinator shall act as Chair and may designate a Vice-Chair as needed. The Chair shall preside at all meetings of the Committee. The Vice-Chair is Chair in the absence of the Chair or in case of inability of the Chair to act.

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies. Robert's Rules of Order, Newly Revised shall be utilized as a general guide in the conduct of meetings.

ARTICLE 6: QUORUM

Two members of the Committee constitute a quorum for the transaction of business. No approval or other action of the Committee shall become effective without receiving the affirmative vote of a majority of the members present.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass.

ARTICLE 8: PUBLIC RECORDS

Records of all meetings shall be made available to the public in the office of the City Clerk. Secretary Duties: The secretary, or assigned body member, shall keep an audio recording and action minutes of each meeting recording the official action taken. The records of all proceedings and the basis for all findings shall be available to the Council and to the public.

ARTICLE 9: ATTENDANCE

Any member of the Accessibility Advisory Committee who fails, for any reason, to attend three successive regular, adjourned regular, or specially-scheduled (excluding Committee site visits) meetings, shall be reviewed by the Chair for possible referral to the City Council.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

ARTICLE 11: FILLING VACANCIES AND REMOVAL OF MEMBERS

Vacancies shall be filled for unexpired terms. The Council, by majority action, may remove any Committee member as provided in the City Municipal Code.

ARTICLE 12: SUB-COMMITTEES

Additional committee assignments shall be made as deemed necessary by the Chair. Committee assignments will be made in January of each year.

AIRPORT COMMITTEE BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The purpose of the Airport Advisory Committee is to work with City leaders to facilitate growth and financial prosperity at the airport and in the region by: maximizing the contribution of the airport; being advocates of the airport and communicating airport interests to stakeholders; staying abreast of all modern advances made in aviation; ensuring the airport is maintained and operated in a manner that is a safe and secure environment for all visitors; providing input and guidance on infrastructure improvements; and being supportive of all aspects of aviation from general aviation, corporate, and commercial patrons to the non-flying public.

ARTICLE 2: MEMBERSHIP

The Airport Committee has seven members: two Councilmembers and five public members. The only special qualifications for membership are a proven interest in the City's physical environment and the ability to make positive and fair aesthetic evaluations.

Each member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election.

ARTICLE 3: MEETINGS

Regular meetings shall be held at 9:00 a.m. on the third Wednesday of each quarter in the months of March, June, September and December. Agenda items shall be completed by 10:30 a.m. unless a majority of Committee members agree to extend the meeting. Regular meetings shall be held in the First Floor Community Conference Room, City Hall, 600 Sixth Street, Lincoln, California. In the event that the Airport Committee desires to hold all or any portion of a regular meeting at a place other than the First Floor Community Conference Room, City Hall, 600 Sixth Street, Lincoln, California, then the place of such meeting shall be posted on the doors of the City Hall, prior to the time designated for the meeting in accordance with law.

ARTICLE 4: ELECTION OF OFFICERS

The Committee shall select a Chair and Vice-Chair from among its members to serve for a one-year term beginning January 1st of each year. Committee members shall serve as Chair or Vice-Chair at the discretion of the Committee. The Chair shall preside at all meetings of the Committee. The Vice-Chair is Chair in the absence of the Chair or in case of inability of the Chair to act.

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies. Robert's Rules of Order, Newly Revised shall be utilized as a general guide in the conduct of meetings.

ARTICLE 6: QUORUM

Four members of the Committee constitute a quorum for the transaction of business. No approval or other action of the Committee shall become effective without receiving the affirmative vote of a majority of the members present.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass

ARTICLE 8: PUBLIC RECORDS

Records of all meetings shall be made available to the public in the office of the City Clerk. Secretary Duties: The secretary, or assigned body member, shall keep an audio recording and action minutes of each meeting recording the official actions/recommendations to be provided to Council. The records of all proceedings and the basis for all findings shall be available to the public.

ARTICLE 9: ATTENDANCE

Any member of the Airport Committee who fails, for any reason, to attend three successive regular, adjourned regular, or specially-scheduled (excluding Committee site visits) meetings, shall be reviewed by the Chair for possible referral to the City Council.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

ARTICLE 11: FILLING VACANCIES AND REMOVAL OF MEMBERS

Vacancies shall be filled for unexpired terms. The Council, by majority action, may remove any Committee member as provided in the City Municipal Code.

ARTICLE 12: SUB-COMMITTEES

Additional committee assignments shall be made as deemed necessary by the Chair. Committee assignments will be made in January of each year.

BUILDING BOARD OF APPEALS BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The building board of appeals shall have the authority as provided in Section 113 of the International Building Code with California Amendments and shall hear appeals from all decisions of the building official, including the denial of a variance from the provisions of this chapter, and shall also hear requests for variances from any provision of this chapter referred to it by the building official or community development director. Upon such references, or upon appeal, it shall have the same power as the building official to grant such variances and impose conditions thereon. Appeals to the building board of appeals shall be in writing and shall be filed with the city clerk no later than ten days from the date of the decision of the building official.

The city council may reimburse said members for reasonable expenses incurred in the performance of their duties. Any person, including city staff, may appeal a decision of the building board of appeals to the city council. The appeal shall be in writing and filed with the city clerk no later than ten days from the date of the decision of the building board of appeals and shall be accompanied by a fee in an amount established by resolution of the city council.

ARTICLE 2: MEMBERSHIP

In order to determine the suitability of alternate materials and types of construction and to provide for reasonable interpretations of the provisions of the California and International Codes enumerated in Chapter 15.04, there is established a building board of appeals, consisting of five members, who shall be qualified by experience and training to pass upon matters pertaining to building construction and code enforcement matters.

Each member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election.

ARTICLE 3: MEETINGS

Meetings shall be on call of the Chief Building Official on at least three days public notice given in a form acceptable to the City Clerk. Meetings shall be held in City Hall, 600 Sixth Street, Lincoln, California, or at a location otherwise noticed. In the event the Board desires to hold all or any portion of a meeting at a place other than the City Hall, then the place of such meeting shall be posted on the bulletin board located at the entrance to City Hall prior to the time herein designated for such meetings in accordance with law.

ARTICLE 4: ELECTION OF OFFICERS

The Chief Building Official shall act as Chair. If needed, committee members shall be appointed by the Chief Building Official. The Chair shall preside at all meetings of the Committee.

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies. Robert's Rules of Order, Newly Revised shall be utilized as a general guide in the conduct of meetings.

ARTICLE 6: QUORUM

Four members of the Committee constitute a quorum for the transaction of business. No approval or other action of the Committee shall become effective without receiving the affirmative vote of a majority of the members present.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass.

ARTICLE 8: PUBLIC RECORDS

Records of all meetings shall be made available to the public in the office of the City Clerk. Secretary Duties: The secretary, or assigned body member, shall keep an audio recording and action minutes of each meeting recording the official actions/recommendations to be provided to Council. The records of all proceedings and the basis for all findings shall be available to the public.

ARTICLE 9: ATTENDANCE

Any member of the Building Board of Appeals who fails, for any reason, to attend three successive regular, adjourned regular, or specially-scheduled (excluding Committee site visits) meetings, shall be reviewed by the Chair for possible referral to the City Council.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

ARTICLE 11: FILLING VACANCIES AND REMOVAL OF MEMBERS

Vacancies shall be filled for unexpired terms. The Council, by majority action, may remove any Committee member as provided in the City Municipal Code.

ARTICLE 12: SUB-COMMITTEES

Additional committee assignments shall be made as deemed necessary by the Chair. Committee assignments will be made in January of each year.

DESIGN REVIEW BOARD BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The purpose of the Design Review Board is to make recommendations on any matter requiring qualified aesthetic and/or architectural judgments to the end that the general appearance of any improvement shall preserve or enhance the physical environment and character of the community.

ARTICLE 2: MEMBERSHIP

The Design Review Board shall have seven members and shall consist of the following persons: (1) City engineer; (2) City planner; (3) City Manager or designee; (4) City fire chief or designee; (5) City police chief or designee; (6) A member of the planning commission appointed by the commission; (7) A member of the public appointed by the City Manager or designee. The Planning Commission appointed member is chosen by a majority vote of the Planning Commission and the member of the public is appointed by the City Manager or designee to staggered terms of four years, commencing January 1.

Each member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election.

ARTICLE 3: MEETINGS

The Board will, if needed, hold a regular meeting each month. Regular meetings will be held at 9:00 a.m. the fourth Wednesday of each month. Regular meetings shall be held in the First Floor Community Conference Room, City Hall, 600 Sixth Street, Lincoln, California. In the event the Board desires to hold all or any portion of a meeting at a place other than the City Hall, then the place of such meeting shall be posted on the bulletin board located at the entrance to City Hall prior to the time herein designated for such meetings in accordance with law.

ARTICLE 4: ELECTION OF OFFICERS – N/A

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies. Robert's Rules of Order, Newly Revised shall be utilized as a general guide in the conduct of meetings.

ARTICLE 6: QUORUM

Four members of the Committee constitute a quorum for the transaction of business. No approval or other action of the Committee shall become effective without receiving consensus from the majority of the members present.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass.

ARTICLE 8: PUBLIC RECORDS

Records of all public hearings shall be made available to the public in the office of Community Development. Secretary Duties: The secretary, or assigned body member, shall keep an audio recording and action minutes of each meeting recording the official actions/recommendations to be provided to Council. The records of all proceedings and the basis for all findings shall be available to the public.

ARTICLE 9: ATTENDANCE

Any member of the Design Review Board who fails, for any reason, to attend three successive regular, adjourned regular, or specially-scheduled (excluding Committee site visits) meetings, shall be reviewed by the Chair for possible referral to the City Council.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

ARTICLE 11: FILLING VACANCIES AND REMOVAL OF MEMBERS

Vacancies shall be filled for unexpired terms. The Council, by majority action, may remove any Committee member as provided in the City Municipal Code.

ARTICLE 12: SUB-COMMITTEES

Additional committee assignments shall be made as deemed necessary by the Chair. Committee assignments will be made in January of each year.

ECONOMIC DEVELOPMENT COMMITTEE BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The Economic Development Committee is a body of citizens appointed to advise the City Council on matters related to business attraction and retention, development of plans, programs and strategies that relate to job creation, property and sales tax generation and to serve as a source of local input into economic development.

ARTICLE 2: MEMBERSHIP

The EDC shall consist of nine public members appointed pursuant to Chapter 2.50, two councilmembers selected by the city council, the city manager, and one additional city staff person. At least three public members of the economic development committee shall reside within the city limits of Lincoln.

Each member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election.

ARTICLE 3: MEETINGS

Regular meetings of the Economic Development Committee shall be held in the First Floor Community Conference Room on the second Wednesday of each month at 8:00 a.m. Meetings will be held in the First Floor Community Conference Room, City Hall, 600 Sixth Street, Lincoln, California. In the event that the Economic Development Committee chooses to hold all or any portion of a regular meeting at a place other than the First Floor Community Conference Room, City Hall, then the place of such meeting shall be posted on the bulletin board just outside the front entrance of City Hall, prior to the time designated for the meeting in accordance with law.

ARTICLE 4: ELECTION OF OFFICERS

The Committee shall select a Chair and Vice-Chair from among its members to serve for a one-year term beginning January 1st of each year. Committee members shall serve as Chair or Vice-Chair at the discretion of the Committee. The Chair shall preside at all meetings of the Committee. The Vice-Chair is Chair in the absence of the Chair or in case of inability of the Chair to act.

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies. Robert's Rules of Order, Newly Revised shall be utilized as a general guide in the conduct of meetings.

ARTICLE 6: QUORUM

Five members of the Economic Development Committee shall constitute a quorum for the

purposes of conducting business.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass.

ARTICLE 8: PUBLIC RECORDS

Records of all meetings shall be made available to the public in the office of the City Clerk. Secretary Duties: The secretary, or assigned body member, shall keep an audio recording and action minutes of each meeting recording the official actions/recommendations to be provided to Council. The records of all proceedings and the basis for all findings shall be available to the public.

ARTICLE 9: ATTENDANCE

Any member of the Economic Development Committee who fails, for any reason, to attend three consecutive regular meetings or a total of six regular meetings within any twelve month period shall be automatically be considered for replacement by the City Council. The Chair of the Economic Development Committee shall inform the Council of such a situation, explaining any special circumstances.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

ARTICLE 11: FILLING VACANCIES AND REMOVAL OF MEMBERS

Vacancies shall be filled for unexpired terms. The Council, by majority action, may remove any Committee member as provided in the City Municipal Code.

ARTICLE 12: SUB-COMMITTEES

Additional committee assignments shall be made as deemed necessary by the Chair. Committee assignments will be made in January of each year.

FISCAL & INVESTMENTS OVERSIGHT COMMITTEE BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The Fiscal and Investments Oversight Committee reviews the fiscal status and investment direction of policies affecting cash flow management and the city's investment pool. The committee recognizes that sound cash flow management and prudent investment practices are critical factors in safeguarding the city's financial resources. The committee also conducts an annual review of the city's investment policies and provides recommendations to the City Council. Investment policy priorities, in order of importance are safety of principal, liquidity and then yield.

ARTICLE 2: MEMBERSHIP

The Fiscal & Investments Oversight Committee shall consist of seven members including two councilmembers selected by the city council, the city manager, the support services director, the city treasurer, and two city residents appointed pursuant to Chapter 2.50.

Each resident member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election. The City Treasurer is an elected position with a four-year term, there are no term limits.

ARTICLE 3: MEETINGS

Regular meetings of the Fiscal & Investments Oversight Committee shall be held quarterly on the first Monday of February, May, August and November at 5:00 p.m. Meetings will be held in the First Floor Community Conference Room, City Hall, 600 Sixth Street, Lincoln, California. In the event that the Fiscal & Investments Oversight Committee chooses to hold all or any portion of a regular meeting other than at City Hall, then the place of such meeting shall be posted at least 72 hours in advance on the bulletin board located at the entrance to the City Hall prior to the established meeting time.

ARTICLE 4: ELECTION OF OFFICERS

The Committee shall select a Chair and Vice-Chair from among its members to serve for a one-year term beginning January 1st of each year. Committee members shall serve as Chair or Vice-Chair at the discretion of the Committee. The Chair shall preside at all meetings of the Committee. The Vice-Chair is Chair in the absence of the Chair or in case of inability of the Chair to act.

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies. Robert's Rules of Order, Newly Revised shall be utilized as a general guide in the conduct of meetings.

ARTICLE 6: QUORUM

Two members of the Fiscal & Investments Oversight Committee shall constitute a quorum for the purposes of conducting business.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass.

ARTICLE 8: PUBLIC RECORDS

Records of all meetings shall be made available to the public in the office of the City Clerk. Secretary Duties: The secretary, or assigned body member, shall keep an audio recording and action minutes of each meeting recording the official actions/recommendations to be provided to Council. The records of all proceedings and the basis for all findings shall be available to the public.

ARTICLE 9: ATTENDANCE

Any member of the Fiscal & Investments Oversight Committee who fails, for any reason, to attend three successive regular, adjourned regular, or specially-scheduled (excluding Committee site visits) meetings, shall be reviewed by the Chair for possible referral to the City Council.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

ARTICLE 11: FILLING VACANCIES AND REMOVAL OF MEMBERS

Vacancies shall be filled for unexpired terms. The Council, by majority action, may remove any Committee member as provided in the City Municipal Code.

ARTICLE 12: SUB-COMMITTEES

Additional committee assignments shall be made as deemed necessary by the Chair. Committee assignments will be made in January of each year.

LIBRARY ADVISORY BOARD BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The Library Advisory Board (LAB) acts as an advisory body to the Director of Library Services/Library Manager, City Manager, and City Council regarding the City's Library system, in order to provide comprehensive library services to the Lincoln community.

ARTICLE 2: MEMBERSHIP

The Board consists of six public members appointed by the City Council. At least four public members shall reside within the City of Lincoln. In addition to the six public members, the Director of Library Services/Library Manager or designee shall be an ex-officio member of the Board, as will two Councilmembers.

Each member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election.

The secretary of the Board shall notify the City Council through the City Clerk that a vacancy exists on the Board. The City Clerk will publish vacancies on the Board. The City Council will screen the applications and interview the remaining potential applicants.

A vacancy in membership of the Board will be filled for the unexpired term. The City Council will screen applications, interview the potential applicants and by majority vote, appoint an individual to fill the unexpired term.

Any member of the Board may be removed without cause at any time by a majority vote of the City Council.

ARTICLE 3:

Regular meetings are held concurrently with the Library Advisory Committee meetings.

Regular meetings will be held at 6:00 p.m. on the first Wednesday of February, May, August, and November. At least seventy-two hours in advance of a regular meeting, an agenda will be posted at City Hall and all Library locations, containing a brief general description of each item of business to be discussed or transacted at the meeting.

Meetings will be held in the Willow Community Room at the Lincoln Public Library at Twelve Bridges, 485 Twelve Bridges Drive, Lincoln, California. In the event that the Board chooses to hold all or any portion of a regular meeting at another location, this location will be noted on the agenda posted at least 72 hours in advance.

Special meetings may be called by the Chair, or at the request of a majority of the members of the Board. At least twenty-four hours in advance of a special meeting, an agenda will be delivered to each member of the Board and publically posted. The agenda will specify the time and place of the special meeting and the business to be transacted or discussed.

ARTICLE 4: ELECTION OF OFFICERS

The members of the Board will elect a Chair, who will serve a term of one year, beginning in January. The Chair will serve at the pleasure of the Board. There is no limit on the consecutive one-year terms to which the officer may be elected.

The Chair shall preside over all meetings of the Board, cause agendas to be prepared, authorize calls for special meetings, execute all documents upon which the Board has authority to act, and appear before the City Council to report the activities and recommendations of the Board.

ARTICLE 5: CONDUCT OF MEETINGS

Meetings will be conducted in accordance with City practices, customs, and policies with Roberts Rules of Order, Newly Revised, unless such Rules of Order are suspended by a majority of the Board, or as otherwise specified in these bylaws.

Meetings and the conduct of the Board are subject to the Ralph M. Brown Act, California Government Code Sections 54590-54962. Meetings are open and public. All persons shall be permitted to attend and speak at any meeting, unless it qualifies as a closed session under California Government Code.

ARTICLE 6: QUORUM

A quorum of the Board consists of a simple majority of current Board members.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass.

ARTICLE 8: PUBLIC RECORDS

Records of all public meetings shall be made available to the public in the offices of the City Clerk. The Chair will assign a LAB member to serve as secretary. The Library Advisory Board Secretary, or assigned body member, shall keep an audio record and action minutes of each meeting recording the official action taken. The records of all proceedings and the basis for all findings shall be available to the Council and to the Public.

ARTICLE 9: ATTENDANCE

An absence due to illness or an unavoidable absence from the city where written notice of the absence is given to the secretary of the Board on or before the day of any regular meeting is considered an absence with cause.

The failure of any member to attend three successive meetings without cause will automatically terminate that member's appointment to the Board. The Secretary shall notify the

City Council through the City Clerk of vacancies on the Board.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln Library Board and the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

LIBRARY ADVISORY COMMITTEE BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The Library Advisory Committee (LAC) is an advisory body to the Lincoln City Council and the Western Placer Unified School Board of Trustees and the Sierra College Board of Trustees. The LAC shall make recommendations concerning library policies and priorities for the operation and administration of the Library at Twelve Bridges in support of the Library's mission. For further details on the duties and responsibilities of the LAC, please see section 11.3 of the 2003 Joint Use Cooperative Agreement for the Lincoln Public Library at Twelve Bridges

ARTICLE 2: MEMBERSHIP

The LAC consists of fifteen members and two non-voting members. Five of the members of the LAC shall be the members of the existing Lincoln Library Advisory Board who are appointed by the Lincoln City Council. Five of the members shall be appointed by the Board of Trustees of the Western Placer Unified School District and five of the members shall be appointed by the Board of Trustees of Sierra College. A Friends of the Lincoln Library (FOLL) member shall be appointed by the Friends of the Lincoln Library, as a non-voting liaison to the LAC. The Library Director/Library Manager or designee shall be an Ex Officio, non-voting member of the LAC.

The terms of the members of the LAC who are appointed by the Board of Trustees of the Western Placer Unified School District and the Board of Trustees of Sierra College shall be four years, with terms beginning the first meeting of each calendar year. The number of terms that a member may serve shall not be limited. The terms of the LAC members who are Library Advisory Board members shall coincide with their appointed terms.

ARTICLE 3: MEETING

Meetings of the LAC will be held on the first Wednesday of February, May, August, and November at 6:00 p.m. At least seventy-two hours in advance of a meeting, an agenda will be publically posted containing a brief general description of each item of business to be discussed or transacted at the meeting.

Meetings will be held in the Willow Community Room at the Lincoln Public Library at Twelve Bridges, 485 Twelve Bridges Drive, Lincoln, California. In the event that the LAC chooses to hold all or any portion of a regular meeting at another location, this location will be noted on the agenda posted at least 72 hours in advance.

Special meetings may be called by the Chair, or at the request of a majority of the members of the Committee. At least twenty-four hours in advance of a special meeting, an agenda will be delivered to each member of the Committee and publically posted. The agenda will specify the time and place of the special meeting and the business to be transacted or discussed.

ARTICLE 4: ELECTION OF OFFICERS

At the first meeting of each calendar year in February, the members of the LAC will elect a Chair and Vice Chair who will serve a term of one year beginning with the month of May. The Chair and Vice Chair will not represent the same organization.

The number of consecutive one-year terms to which these officers may be elected is unlimited.

The Chair shall preside over all meetings of the LAC, cause agendas to be prepared, authorize calls for special meetings, execute all documents upon which the Committee has authority to act, and appear before the City Council and the School and College Boards to report on the activities and recommendations of the LAC.

The Vice Chair shall serve in the absence of the Chair.

The Library Director/Manager or designee, as an Ex Officio member of the LAC, will prepare and distribute agendas for LAC meetings working with the Chair or Vice Chair. The Director shall notify the Lincoln City Council and City Clerk, the Board of Trustees of the Western Placer Unified School District or the Board of Trustees of the College of vacancies on the LAC.

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies with Robert's Rules of Order, Newly Revised, unless such Rules of Order are suspended by a majority of the LAC.

Meetings and the conduct of the LAC are subject to the Ralph M. Brown Act, California Government Code Sections 54590-54962. Meetings are open and public, and all persons shall be permitted to attend and speak at any meeting, unless the meeting qualifies as a closed session under California Government Code.

ARTICLE 6: QUORUM

A quorum of the LAC consists of a simple majority (8 members) of the LAC members being present.

ARTICLE 7: VOTING

A majority of the votes cast will constitute a passing vote.

ARTICLE 8: PUBLIC RECORDS

Records of all public meetings shall be made available to the public in the offices of the City Clerk.

The Library Advisory Committee, or assigned body member, shall keep an audio record and action minutes of each meeting recording the official action taken. The records of all proceedings and the basis for all findings shall be available to the Council and to the Public.

The Chair will assign a LAC member to serve as secretary, as necessary.

The Chair may instruct the Library to provide a secretary.

ARTICLE 9: ATTENDANCE

An absence due to illness or an unavoidable absence requires notice of the absence be given to the Chair or the Library Director/Manager by e-mail or in writing on or before the day of any regular meeting; this is considered an absence with cause.

The failure of any member to attend three successive meetings without cause will automatically terminate that member's appointment to the Committee.

ARTICLE 10: AMENDMENTS

Amendments to these by-laws may be proposed at any meeting of the LAC where there is a quorum of LAC members. A simple majority of the votes cast for the amendment(s) will constitute a passing vote. If a majority of the LAC considers the amendment(s) substantial, the new language will be brought before the three agencies mentioned in Article 10.1 for their approval.

These by-laws and any future amendments become effective upon adoption by the Lincoln City Council, the Western Placer Unified School District Board of Trustees, and the Sierra College Board of Trustees.

PARKS & RECREATION COMMITTEE BYLAWS

ARTICLE 1: PURPOSE STATEMENT

The Parks & Recreation Committee is a body of citizens appointed to advise the City Council on policy issues affecting the City's park and recreation programs including, but not limited to, facility expansion, creation of new programs, reduction or changes in program capacity, and marketing of park facilities and programs. The Committee's objective in advising the Council shall be the provision of public recreational and leisure facilities and services by maintaining the City's existing park and recreation programs and developing new programs, based on public demand and the City's financial capacity, to serve the community's leisure and recreational needs.

ARTICLE 2: MEMBERSHIP

The Parks and Recreation Commission shall consist of nine public members appointed pursuant to Municipal Code Chapter 2.50, at least six public members shall reside within City limits. Members are appointed by the City Council for a term of four years.

Each member shall serve a term of four years. All terms shall begin on the second Tuesday of January or soon thereafter, following the November even-number year election.

ARTICLE 3: MEETINGS

Regular meetings of the Parks & Recreation Committee shall be held quarterly on the first Wednesday of March, June, September and December at 5:00 p.m. Meetings will be held in the First Floor Community Conference Room, City Hall, 600 Sixth Street, Lincoln, California. In the event that the Parks & Recreation Committee chooses to hold all or any portion of a regular meeting other than at City Hall, then the place of such meeting shall be posted at least 72 hours in advance on the bulletin board located at the entrance to the City Hall prior to the established meeting time.

ARTICLE 4: ELECTION OF OFFICERS

The Committee shall select a Chair and Vice-Chair from among its members to serve for a one-year term beginning January 1st of each year. Committee members shall serve as Chair or Vice-Chair at the discretion of the Committee. The Chair shall preside at all meetings of the Committee. The Vice-Chair is Chair in the absence of the Chair or in case of inability of the Chair to act.

ARTICLE 5: CONDUCT OF MEETINGS

All meetings will be conducted in accordance with City practices, customs, and policies. Robert's Rules of Order, Newly Revised shall be utilized as a general guide in the conduct of meetings.

ARTICLE 6: QUORUM

Five members of the Parks & Recreation Committee shall constitute a quorum for the purposes of conducting business.

ARTICLE 7: VOTING

A majority of the votes will constitute a passing vote. In the case of a tie, the motion does not pass.

ARTICLE 8: PUBLIC RECORDS

Records of all meetings shall be made available to the public in the office of the City Clerk. Secretary Duties: The secretary, or assigned body member, shall keep an audio recording and action minutes of each meeting recording the official actions/recommendations shall be provided to Council. The records of all proceedings and the basis for all findings shall be available to the public.

ARTICLE 9: ATTENDANCE

Any member of the Parks & Recreation Committee who fails, for any reason, to attend three successive regular, adjourned regular, or specially-scheduled (excluding Committee site visits) meetings, shall be reviewed by the Chair for possible referral to the City Council.

ARTICLE 10: AMENDMENTS

These by-laws and any amendments become effective upon adoption by the Lincoln City Council. Upon approval of these by-laws, all previous by-laws are considered rescinded.

ARTICLE 11: FILLING VACANCIES AND REMOVAL OF MEMBERS

Vacancies shall be filled for unexpired terms. The Council, by majority action, may remove any Committee member as provided in the City Municipal Code.

ARTICLE 12: SUB-COMMITTEES

Additional committee assignments shall be made as deemed necessary by the Chair. Committee assignments will be made in January of each year.

PLANNING COMMISSION BYLAWS (as approved by the Commission December 18, 2013)**MEMBERSHIP**

The Planning Commission has seven members who are not necessarily planning professionals. Members must be residents of the City. No special training is required for appointment. Members occasionally may be requested to attend seminars and workshops to enhance skills in planning.

RULES AND PROCEDURES FOR PLANNING COMMISSION COMMISSIONERS

QUALIFICATIONS: Any citizen of Lincoln who is interested in serving the City and is willing to donate their services may qualify. Applications are taken by the City Clerk and appointments are made by the City Council, with recommendations by the Commission.

TERM OF OFFICE: Commissioners are appointed for four (4) year terms, in accordance with Section 2.50 of the Lincoln Municipal Code. Consecutive terms may be served if the Commissioner is reappointed. Mid-term vacancies are filled by City Council by appointments for the unexpired portion of the term

PRESIDING OFFICER

CHAIRMAN AND VICE-CHAIRMAN: The Commission shall, by majority vote, elect a new Vice-Chairman every year during the Planning Commission meeting. At this time, the former Vice-Chairman shall become the Chairman for the year.

CHAIRMAN TO PRESIDE: The Chairman shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of both the Chairman and Vice-Chairman, the Secretary of the Planning Commission shall call the Commission to order, whereupon a temporary presiding officer shall be elected by the Commissioners present to serve until adjournment.

DURATION OF TERM: The role of the Chairman and Vice-Chairman shall be one (1) year. Two (2) consecutive terms may be served at the convenience of the Commissioners. However, every effort should be made to allow all Commissioners to take their term as officers, provided they so desire and have served on the Planning Commission at least one (1) year. The rotation of the Chairman and election of a Vice-Chairman is to occur at the regularly scheduled meeting in January of each year.

POWERS AND DUTIES OF PRESIDING OFFICER

Participation: The presiding officer shall not be deprived of any of the rights and privileges of a Commissioner by reason of his acting as presiding officer.

Questions to be Stated: The presiding officer or such member of the City staff as he may designate, may verbally restate each question immediately prior to calling for the vote. Following the vote, the presiding officer shall announce whether the question carried or was defeated. The presiding officer in his discretion may publicly explain the effect of a vote for the

audience or he may direct a member of the City staff to do so before proceeding to the next item of business.

Maintaining Order and Decorum: The presiding officer shall be responsible for the maintenance or order and decorum at all meetings. Any decision or ruling of the Chairman may be appealed by request of any Commissioner. The Chairman shall call for roll call to see if the Chair shall be upheld. If the roll call loses, the Chairman is reversed.

Signing of Documents: The presiding officer shall sign all resolutions and other documents necessitating his signature which were adopted in his presence, unless he is unavailable, in which case an alternate presiding officer may sign such documents.

MEETINGS

REGULAR MEETINGS: The regular meeting of the Planning Commission shall be held on the third Wednesday of each month at 6:00 p.m.; provided however, that the Planning Commission may meet on such other dates or at such other times as it determines necessary for the transaction of business. When the day for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on an agreed business day. The location of the meeting shall be included on the Agenda as it is subject to change.

ADJOURNED MEETINGS: Any regular or adjourned meeting may be adjourned to a time, place and date specified in the order of adjournment but not beyond the next regular meeting. If no time is stated in the order of adjournment, it shall be the same time as for regular meeting. Once adjourned, the meeting may not be reconvened. An adjourned regular meeting is a regular meeting for all purposes.

SPECIAL MEETINGS: Special meetings may be called at any time by the Chairman or by four (4) members of the Planning Commission, by delivering personally or by mail, written notice to each Commissioner and to each local newspaper of general circulation. Written notice must also be posted on the City's website and outside City Hall. Such notice must be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting.

MEETINGS TO BE PUBLIC: All regular, adjourned and special meetings of the Planning Commission shall be open and public, except that the Planning Commission may hold executive sessions from which the public may be excluded for the consideration of the following subjects:

Attorney- Client Matters: To consider proposed or pending litigation to which the City is a party. To consider and deal with such other matters as may be authorized by law to be considered in closed session.

ATTENDANCE: Commissioners are expected to diligently attend and participate in all meetings of the Commission. Requests for excused absences shall be received by staff and conveyed to the Chairman. If for some reason a Commissioner is not fulfilling his duty, he may be removed from office by the City Council.

QUORUM: The Planning Commission consists of seven (7) members, one of which is the Chairman. Four (4) members of the Commission shall constitute a quorum and shall be sufficient to transact regular business. If less than four (4) Commissioners appear at a regular meeting, any member may adjourn the meeting to a stated day any hour. If all members are absent, the Secretary of the Planning Commission may adjourn the meeting to stated day and hour. The Secretary shall cause a written notice of the adjournment to be delivered personally or by mail, to each Commissioner and to each local newspaper of general circulation. Written notice must also be posted on the City's web site and outside City Hall. Such notice must be delivered personally or by mail at least 24 hours before the adjourned meeting.

AGENDA

AGENDA, PREPARATION OF: An agenda shall be prepared for each regular meeting containing the specific items of business to be transacted and the order thereof. Items of business may be placed on the agenda by any Commissioner, the City Manager, his representative, or the City Attorney. The Secretary of the Planning Commission shall prepare the agenda under the direction of the Development Services Director. Whenever feasible, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Commission. The agenda, together with all reports pertaining thereto, shall be delivered to the Commissioners the Friday preceding the regular meeting. The agenda shall be made available to the public as soon as practical. No matters other than those listed on the agenda shall be finally acted upon by the Commission, except: (1) Upon a determination by a majority vote of the Planning Commission that an emergency situation exists, as defined in Section 54956.5; (2) Upon a determination by a two-thirds vote of the members of the Planning Commission present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a); or (3) The item was posted for a prior meeting of the Planning Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

ORDER OF BUSINESS: At the time set for each regular meeting, the Planning Commissioners, Secretary, Development Services Director and Department heads who have been requested to be present shall take their regular places on the dais and appointed seating. The Chairman shall call the meeting to order, and the business of the Commission shall be taken up for consideration and disposition in the order set forth in Section D-3, except that with consent of a majority of the Commissioners present, items may be taken up out of order.

AGENDA, CONTENTS OF: The agenda shall contain the title headings and shall be conducted in the order and manner as set forth below:

CALL TO ORDER

ROLL CALL: The Planning Commission Secretary shall call the roll of the Commissioners and the names of those present shall be entered in the minutes.

PLEDGE OF ALLEGIANCE

CITIZENS ADDRESSING THE COMMISSION: Citizens may address the Planning Commission on any item non-agenda items. Citizens wishing to speak may request recognition from the presiding officer by raising his or her hand and stepping to the podium when requested to do so. Three-minute time limits may be placed on citizen comments.

CONSENT AGENDA: All matters listed under the *Consent Agenda* are considered to be routine and all will be enacted by one motion. There will be no separate discussion of these items unless a member of the Planning Commission, or a citizen, requests a specific item to be removed from the *Consent Agenda* for separate action. Any items removed will be considered after the motion. Approval of the minutes is included in this section and the Commission shall review and approve the minutes of the previous meeting. Any change and amendments to the draft minutes may be made by a majority vote of the Planning Commission.

PUBLIC HEARINGS: The Commission shall conduct all public hearings in accordance with the provisions of these bylaws.

OLD BUSINESS: The Commission may continue discussion of any items carried over from previous meetings. These items include all matters properly brought before the Commission, which require a decision without the benefit of a public hearing. The Commission may recognize staff members or members of the audience for comment pertinent to the question.

NEW BUSINESS: New business items include matters properly brought before the Commission, which require a decision without the benefit of a public hearing. The Commission may recognize staff members or members of the audience for comment pertinent to the question.

COMMISSIONER COMMENTS: The Commission may discuss any such other matters as may be brought to it by a Commissioner, Development Services Director, City Attorney or other staff member.

ADJOURNMENT: The meeting shall be adjourned after a motion to adjourn has been made and carried.

ADDRESSING THE COMMISSION

WRITTEN CORRESPONDENCE: The City Manager or his designee is authorized to receive and open all mail addressed to the Planning Commission and he shall give it immediate attention to the end that all administrative business referred to in said communications and not necessarily requiring Commission action may be disposed of between Commission meetings. Any communication requiring Commission action shall be placed upon the agenda together with a report and recommendation by the City staff. All correspondence requiring same shall be answered or acknowledged as soon as practical.

RIGHT TO ADDRESS PLANNING COMMISSION: Subject to the provisions these bylaws, members of the public shall have the absolute right to address the Commission during consideration of items under the following headings of business:

PUBLIC HEARINGS: Interested persons or their authorized representatives may address the Commission while a matter is open to public hearing, in regard to remarks or questions relevant to the matter under consideration.

NEW BUSINESS: Members of the public may address the Commission by oral communication on any matter concerning municipal business over which the Commission has influence or control. In addition to the absolute right to address the Commission during consideration of the aforementioned heading of business, any interested person may request permission from the presiding officer to address the Commission relevant to the subject matter under consideration. Such request should, whenever practicable, be made prior to a motion being made on the subject. The granting or denial of such a request by the presiding officer may be appealed to the Planning Commission by a member of the Commission.

MANNER OF ADDRESSING COMMISSION: Any person desiring to address the Commission shall raise their hand and wait to be recognized by the presiding officer. After being recognized, he/she shall approach the podium, and will be asked if they would like to share their name and address for the record, and proceed to address the Commission. All remarks and questions shall be addressed to the Commission as a whole and not to any individual member. No question shall be asked a Commissioner or member of the City staff without first obtaining permission from the presiding officer.

TIME LIMITATION: Every person addressing the Commission shall limit his address to such reasonable time as is granted by the presiding officer. When any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the presiding officer to request that a spokesman be chosen to represent the group to avoid unnecessary repetition.

IMPROPER REMARKS: Any person who actually disturbs, disrupts, or otherwise impedes the meeting while addressing the Commission shall be called to order by the presiding officer. If such conduct continues, the presiding officer shall order him barred from further audience before the Commission during that meeting.

DEBATE AND DECORUM

GETTING THE FLOOR: Every Commissioner desiring to speak shall first address the Chair, gain recognition by the presiding officer and confine himself to the question under debate.

QUESTIONS TO STAFF: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his questions to the Development Services Director or the Secretary of the Planning Commission.

INTERRUPTIONS: A Commissioner, once recognized, shall not be interrupted when speaking, unless called to order by the presiding officer, unless a point of order or personal privilege is raised by another Commissioner, or unless the speaker chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he shall cease speaking until the question or order is determined. If it is determined to be in order, he may proceed. After recognition by the presiding officer, members of the City staff shall hold the

floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

POINTS OF ORDER: The presiding officer shall determine all points of order subject to the right of any Commissioner to appeal to the Commission. If an appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" Commission decision shall conclusively determine such question of order.

POINT OF PERSONAL PRIVILEGE: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his integrity, character or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor subject only to the power of the presiding officer to call him out of order.

REMARKS OF COMMISSIONERS AND SYNOPSIS OF DEBATE: Any Commissioner shall have the right of having an abstract of his statement and/or a synopsis of the debate on any subject under consideration by the Commission entered in the minutes. This right shall be exercised by specific direction to the Secretary of the Planning Commission at the Commission meeting.

DECORUM AND ORDER, COMMISSION AND CITY STAFF: While the Commission is in session, the Commissioners and City staff shall preserve order and decorum. A member shall neither, by conversation or other action, delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the directives of the presiding officer.

DECORUM AND ORDER, AUDIENCE: Public members attending Commission meetings shall observe the same rules of order and decorum applicable to the Commission and staff. Any who disturbs, disrupts, or otherwise impedes the meeting while addressing the Commission or while attending the Commission meeting shall be removed from the room if directed by the presiding officer. Aggravated cases shall be prosecuted on appropriate complaint signed by the presiding officer or a Commissioner.

FAILURE TO OBSERVE RULES OF ORDER: Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion are deemed to be procedural only, and the failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting that is otherwise held in conformity with the law.

MOTIONS

MOTIONS: All motions shall be made according to Lincoln Municipal code Chapter 2.04 Appendix A – Chart of Procedure.

VOTING

VOTING PROCEDURE: When any motion is in order for the question, a roll call vote thereon shall be taken and entered in full upon the record. The maker of the motion shall be polled first and the seconder next. Motions may be passed by a simple majority of the members present at a properly quorumed meeting.

CHANGE OF VOTE: A member may change his vote only if he makes a timely request to do so immediately following the announcement of the vote by the Chairman and prior to the time that the next item in the order of business is taken up.

FAILURE TO VOTE: Every member should vote, unless, disqualified for cause accepted by vote of the Commission or by opinion of the City Attorney. Self-disqualification, without approval, which results in a tie vote, shall be avoided, but no commissioner shall be forced to vote. A Commissioner who abstains shall, in effect, consent that a majority of the quorum may act for him. Tie votes shall be lost motions and may be reconsidered.

CONFLICT OF INTEREST: All applicable laws and ordinances concerning Ethics and Conflicts of Interest shall apply to every Planning Commissioner.

LOST MOTIONS: A lost motion is one that fails to receive the necessary number of votes to carry. Tie votes result in a lost motion. Lost motions may be renewed at any subsequent Commission meeting. To revive a lost motion at the same meeting, the proper action is a motion to reconsider, discussed above.

MINUTES

PREPARATION OF MINUTES: The Secretary of the Planning Commission under the direction of the Development Services Director shall have exclusive responsibility for preparation of the minutes, and any directions for changes in the minutes shall be made only by action of the Planning Commission.

MINUTES OF HEARINGS: Whenever the Commission acts in a quasi-judicial proceeding, such as hearings defined in Section K-1, the minutes shall contain a synopsis of all evidence considered in the hearing, including statements of persons addressing the Commission.

READING OF MINUTES: Unless the reading of the minutes of a Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading if the Secretary of the Planning Commission has previously furnished each Commissioner with a copy.

RESOLUTIONS

PREPARATION OF RESOLUTIONS: It shall be considered best practice to have all resolutions framed and approved by the City Attorney, however; resolutions may be prepared for submission by any individual, group or organization. In matters of urgency, a resolution may be presented verbally in motion form with instructions for written preparation for later execution. Urgency resolutions shall be avoided except when absolutely necessary to protect health, safety, and welfare and shall be avoided entirely when such resolutions are not authorized by law.

PRIOR APPROVAL BY ADMINISTRATIVE STAFF: Before presentation to the Commission, all resolutions have been reviewed by the City Attorney and shall have been examined and approved for administration by the City Manager or his authorized representative, where there

are substantive matters of administration involved.

ADOPTION OF RESOLUTIONS: Resolutions may be adopted by motion on the date they are first presented to the Commission. It is not required that resolutions be read, either in full or by title only.

HEARINGS

APPLICATION AND DEFINITION: The following procedural rules shall apply to all hearings before the Planning Commission. As used herein, the term “hearing” shall include all public hearings required by State law or City ordinance and proceedings for the revocation, suspension, or a reinstatement of permits or licenses under the jurisdiction of the Planning Commission.

CONDUCT OF PUBLIC HEARINGS: A public hearing may be reopened and continued to the next meeting if there are changes that must be made that develop after closing the public hearing, but prior to any voting on the matter.

RIGHTS OF INTERESTED PERSONS: On the date and at the time and place designated in the notice, the Commission shall afford any interested person or his authorized representative, or both, the opportunity to ask questions, to present documentary evidence, to present statements, arguments, or contentions orally and/or in writing, subject to the rules on **ADDRESSING THE COMMISSION** and rules hereinafter stated.

PRESENTATION OF EVIDENCE

ORAL EVIDENCE: All oral statements which are relevant to the subject matter of the hearing may be considered by the Commission.

EXHIBITS AND DOCUMENTS: Exhibits and documents used by the City staff and any persons participating in the hearing may be considered as evidence.

COMMUNICATIONS AND PETITIONS: All communications and petitions concerning the subject matter of the hearing shall be read aloud either in full or by synopsis thereof, provided that a reading in full shall be had at the request of any Commissioner. All such communications and petitions may be considered as evidence by the Commission.

STAFF REPORTS: Whenever practicable, a written staff report shall be prepared and summarized aloud at the request of the Presiding Officer. Said report shall be considered as evidence.

LARGE MAPS AND DISPLAYS: Large size maps and displays presented for use at the hearing shall whenever practical be displayed in full view of the participants and the audience. Said maps or displays or authentic reductions thereof may be considered as evidence.

ADMISSIBLE EVIDENCE: The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence responsible persons are accustomed to rely on in the conduct of serious affairs,

regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a decision unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.

EVIDENCE OUTSIDE THE HEARING: Any evidence taken outside the meeting place such as field trips, views of the premises and discussions with individuals, shall not be considered by the Commission in reaching its decision except:

- When during a hearing or work session the meeting is adjourned to a date, place and time certain for the specific purpose of taking visual or demonstrative evidence; or
- If each Commissioner shall orally report his observance of such outside evidence taken and he shall be subject to examination thereon by any interested person or his authorized representative.

CONTINUANCES: Any hearing being held or notice or ordered to be held by the Commission may, by minute action, be continued to any subsequent regular or adjourned meeting of the Commission, in accordance with current law.

DECISION: The Commission shall consider all evidence properly presented in accordance with the rules stated herein, and unless otherwise provided by law shall render a decision or determination of the matter the close of the hearing or as required by law. Said decision or determination shall be by motion made and action taken thereon at regular or adjourned meeting of the Commission. Any Commissioner who was not present during the entire hearing or who in the opinion of the City Attorney has a substantial conflict of interest in the matter shall disqualify himself from discussing or voting on said matter.

RECORD OF HEARING: All documents, maps, exhibits and displays admitted into evidence, shall be retained by the Secretary of the Planning Commission for a period of five (5) years from the date of the close of the hearing. In lieu of recording, the Secretary of the Planning Commission may prepare a typewritten transcript thereof which shall be retained for the same period of time. Said transcript and evidentiary documents shall be made available for public inspection and use at reasonable time and under such reasonable conditions as may be prescribed by the City Council or the City Manager.

AMENDMENTS

AMENDMENTS: This manual of procedures may be amended by majority vote of the Planning Commission, provided the proposed amendment has been presented at one prior regular meeting before the action is taken.

APPENDIX A---CHART OF PROCEDURE

<u>Type of Motion</u>	<u>Second Required</u>	<u>Debatable</u>	<u>Amenable</u>	<u>Priority Over Pending Motion</u>	<u>Recon- sidered</u>	<u>Interrupt Speaker</u>
Adjourn (sine die)	Y			Y		
Amend or substitute	Y	Y	Y	Y	Y	
Appeal	Y	Y			Y	Y
Limit Debate	Y		Y	Y	Y	
Main Motion	Y	Y	Y	Except "table"	Y	
Nominations		Y				
Personal Privilege or Point of Order				Y	Y	Y
Postpone to Time Certain	Y	Y	Y	Y	Y	
Previous Question	Y			Y	Y	
Recess or Adjourn to Time Certain	Y	Y	Y			
Reconsider	Y ¹	Y ²				
Table or Take From Table	Y			Y ⁴		
Take Up Out of Order	Y					
Withdraw a Motion ⁵				Y	Y	Y

¹Y indicates that this action can be taken, is necessary, is required, is permitted or is applicable.

No mark indicates that this action cannot be taken, is unnecessary, or inapplicable.

¹May only be made by a person who voted on prevailing side; not applicable to "table" motions.

²If prior motion was.

³Except for request for later action.

⁴Highest subsidiary motion--takes precedence over all motions except adjourn and privilege.

⁵Must be voted unless no objection.

Appendix A. Mission Statement

AMERICA'S HOMETOWN – A CITY OF OPPORTUNITY

- To provide the highest level of service responsive to our community's expectation and to enhance the quality of life and economic vitality.

Appendix B. Organizational Values

WHAT DO WE STAND FOR?

Customer Focus

- To astonish our customers, not just satisfy them.

Team Orientation

- Together everyone achieves more.

Innovation /Creativity

- Build a team of innovative thinkers.

Integrity

- The best team polices itself.

Accountability

- Expectation + Ownership = Ultimate motivation.

Appendix C. Strategic Priorities

WHERE ARE WE GOING?

Strategic Priorities

- **Economic Development:** strategic investments that ensure long-term fiscal sustainability via growth of jobs and local revenues.
- **Infrastructure:** Underlying foundation on which the continuance and growth of our community depends.
- **Organizational Efficiency:** To bring about an optimal organizational size and structure to ensure agility in meeting operational demands and achieving sustainable practices in the face of rapidly changing environments.
- **Team Cohesion:** Council and staff unify in fulfilling the organization's vision and mission.



10D

CITY COUNCIL REPORT

SUBJECT: Relocation of All-Way stop control intersection from Joiner Parkway at Bridgestone Drive to Joiner Parkway and Westview Drive

SUBMITTED BY: Ray Leftwich, P.E., City Engineer

DEPARTMENT: Engineering

DATE: January 24, 2017

STRATEGIC RELEVANCE: Infrastructure

STAFF RECOMMENDATION(S):

Adopt a resolution approving warrants to relocate the all-way stop control at the intersection of East Joiner Parkway and Bridgestone Drive to East Joiner Parkway and Westview Drive.

BACKGROUND / INTRODUCTION:

In 2003, development of Village 5 and Village 6 of the Twelve Bridges Specific Plan area resulted in the construction of 311 residential homes, and the extension of East Joiner Parkway to the City limits with the City of Rocklin. In 2004, the City of Rocklin authorized development to extended Wildcat Boulevard to tie into East Joiner Parkway at the City limits. Continued development in the area over the next year included the construction of Twelve Bridges Middle School and Wilson Park in Lincoln, and Whitney High School in Rocklin.

Upon completion of construction of these projects, there was an observed increase in both vehicular and pedestrian traffic by residents and staff. In addition, there were also many complaints and observations of excessive speeding on Bridgestone Drive and East Lincoln Parkway (now East Joiner Parkway). In 2005, Public Services issued a work order to create all-way stop control at the intersection of Bridgestone Drive and East Lincoln Parkway.

In order for the City Engineer to recommend installation of all-way stop sign control, the intersection must meet one or more specific traffic criteria established by the State of California, Department of Transportation (CALTRANS). This is because all-way stop control has been determined to be useful as a safety measure at intersections if certain traffic conditions exist, but can be of a detriment to safety when inappropriately applied. The Manual on Uniform Traffic Control (MUTCD) is published by CALTRANS to establish the criteria for all-way stop control. The criteria indicated that all-way stop control should be installed where the number of vehicles approaching the intersection from all directions is approximate or equal or where there is a collision problem as indicated by a specific number and types of incidents. Other criteria that may be considered in an engineering study include the need to control left turn conflicts; the need to control pedestrian and vehicle conflicts near locations that generate a high pedestrian volume; locations where motorists after stopping cannot see conflicting traffic and are not able to safely negotiate the intersection unless conflicting cross traffic is also required to stop; and an intersection of two residential collector streets of similar design and operating characteristics where all-way stop control would improve traffic operational characteristics of the intersection.



FINDINGS/ANALYSIS:

Staff has received many complaints from residents regarding this area, concerning peak-hour traffic during school pickup and drop off times. Since that time, staff has observed and taken traffic counts at the two intersections in the area, East Joiner Parkway at Bridgestone Drive and East Joiner Parkway at Westview Drive (Attachment A). Traffic data suggests that the all-way stop control located at East Joiner Parkway and Bridgestone Drive is causing backups and delays at the uncontrolled intersection of East Joiner Parkway and Westview Drive during both morning and afternoon pick-up and drop off times.

To address these intersections and drop-off areas, it has been determined that improved traffic access and circulation can be achieved by making minor changes to traffic marking and signage to the two intersections. The following improvements are being recommended for the City of Lincoln:

- Installation of stop signs to all approaches, creating all-way stop control:
 - Intersection of East Joiner Parkway and Westview Drive
- Removal of stop signs to the East Joiner Parkway approach:
 - Intersection of East Joiner Parkway and Bridgestone Drive

CONCLUSION:

It is recommended that the City Council adopt a resolution approving warrants to relocate the all-way stop control at the intersection of East Joiner Parkway and Bridgestone Drive to East Joiner Parkway and Westview Drive.

ALTERNATIVES:

1. Decline to adopt the proposed resolutions.
2. Provide staff with additional direction.

FISCAL IMPACT:

The cost for installation and removal of signs and pavement markers are estimated to be under \$5,000 and will be performed by the Public Services Department – Streets Division Fund 223.

CITY MANAGER REVIEW OF CONTENT:

APPROVED AS TO LEGAL FORM:

ATTACHMENTS:

Attachment A – Peak Hour Traffic Counts



RESOLUTION 2017-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINCOLN APPROVING
WARRANTS TO RELOCATE THE ALL-WAY STOP CONTROL AT THE
INTERSECTION OF EAST JOINER PARKWAY AND BRIDGESTONE DRIVE TO EAST
JOINER PARKWAY AND WESTVIEW DRIVE

WHEREAS, the Engineering Department has been working with Western Placer Unified School District and Lincoln Police Department on improving safety and circulation on the streets and intersections surrounding Twelve Bridges Middle School; and

WHEREAS, an engineering and traffic study was performed by the Engineering Department, and the study noted a deficient level of service and some safety concerns; and

WHEREAS, the Engineering Department has determined that the intersection of East Joiner Parkway and Westview Drive meets the State of California criteria for all-way stop control based on a combination of factors including pedestrian safety and traffic operational characteristics; and

WHEREAS, this action is exempt from the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq., "CEQA") pursuant to CEQA guidelines section 15301 as the minor alteration of an existing public facility.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Lincoln approves warrants to install all-way stop control at the intersection of East Joiner Parkway and Westview Drive, and to remove stop control from the East Joiner Parkway approach to its intersection with Bridgestone Drive.

PASSED AND ADOPTED this 24th day of January 2017.

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

Peter Gilbert, Mayor

ATTEST:

Gwen Scanlon, City Clerk

City of Lincoln
Traffic Turning Movement Counts

Date: 9/22/16 AM Peak Hour	Joiner Parkway Southbound					Westview Drive Westbound					Joiner Parkway Northbound					Westview Drive Eastbound					TOTAL
START TIME	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	TOTAL
7:00 AM - 8:00 AM	342	117		0	459	5		322	0	327		280	28	0	308						1094
Approach %	75%	25%	0%	0%		2%	0%	98%	0%		0%	91%	9%	0%		0%	0%	0%	0%		
Total %	31%	11%	0%	0%	42%	0%	0%	29%	0%	30%	0%	26%	3%	0%	28%	0%	0%	0%	0%	0%	

Date: 9/29/16 AM Peak Hour	Joiner Parkway Southbound					Bridgestone Drive Westbound					Joiner Parkway Northbound					Bridgestone Drive Eastbound					TOTAL
START TIME	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	TOTAL
7:00 AM - 8:00 AM	54	81		0	135	120		132	0	252		268	30	0	298						685
Approach %	40%	60%	0%	0%		48%	0%	52%	0%		0%	90%	10%	0%		0%	0%	0%	0%		
Total %	8%	12%	0%	0%	20%	18%	0%	19%	0%	37%	0%	39%	4%	0%	44%	0%	0%	0%	0%	0%	

Date: 10/4/16 PM Peak Hour	Joiner Parkway Southbound					Westview Drive Westbound					Joiner Parkway Northbound					Westview Drive Eastbound					TOTAL
START TIME	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	LEFT	THRU	RIGHT	UTURNS	TOTAL	TOTAL
2:00 PM - 3:00 PM	225	130		0	355	9		168	0	173		339	9	0	348						876
Approach %	63%	37%	0%	0%		5%	0%	97%	0%		0%	97%	3%	0%		0%	0%	0%	0%		
Total %	26%	15%	0%	0%	41%	1%	0%	19%	0%	20%	0%	39%	1%	0%	40%	0%	0%	0%	0%	0%	



10E

CITY COUNCIL REPORT

SUBJECT: Notice of Completion for the McBean Park Baseball Field Renovations Project (CIP 385)

SUBMITTED BY: Travis Williams, Construction Manager

DEPARTMENT: Engineering

DATE: January 24, 2017

STRATEGIC RELEVANCE: Infrastructure

STAFF RECOMMENDATION(S):

Adopt a resolution accepting the McBean Park Baseball Field Renovations Project as complete and authorize the City Clerk to file the Notice of Completion with the Placer County Recorder (see Attachments A & B).

BACKGROUND / INTRODUCTION:

On March 22, 2016 the City Council approved the plans and technical specifications and authorized the Engineering Department to proceed with the bidding procedures for construction of CIP 385 – McBean Park Baseball Field Renovation Project.

On May 10, 2016 the City Council approved Resolution No 2016-090, authorizing the City Manager to execute a Construction Agreement with Sierra Valley Construction, Inc. (SVC) in the amount of \$948,866 and authorizing the City Engineer to execute change orders not to exceed \$70,000.

On May 31, 2016 the City issued a notice to proceed with construction to SVC. SVC began construction activities on May 31, 2016 and completed their work on December 16, 2016.

FINDINGS/ANALYSIS:

Final inspection of the improvements was performed on December 21, 2016. Staff has determined that work performed by SVC is complete and in conformance with the project terms and agreement. There were four change orders issued for the project as shown below. As is standard closeout procedures of the contract, SVC has provided a warranty bond to guarantee the work for a period of one-year from the filing of the attached notice of completion.

Change Order Summary:





CCO #	Description	Cost
1	Modify backstop foundation, load dirt, reroute conflicting field lighting in outfield, add irrigation outside of fence.	\$ 14,506.80
2	Additional irrigation control valves, reroute conflicting field lighting right field.	\$ 11,082.51
3	Fence height adjustment, home plate change to turf, modify bullpens, center field drain line, additional infield fines for warning track.	\$ 25,222.27
4	Offhaul dirt, additional right field line drainage.	\$ 6,387.62
TOTAL		\$ 57,199.20

CONCLUSION:

Staff recommends that the City Council adopt a resolution accepting the McBean Park Baseball Field Renovation Project as complete and authorize the City Clerk to file the Notice of Completion with the Placer County Recorder.

ALTERNATIVES:

The City Council may take the following action:

1. Decline to adopt the proposed resolutions.
2. Provide staff with additional direction.

FISCAL IMPACT:

Project Budget

City Redevelopment	\$400,000
Placer Valley Tourism	\$260,000
William Jessup University	\$250,000
Total Budget	\$910,000

Additional Project Funds (As of December, 2016)

William Jessup University	\$97,000 (WJU to reimburse City)
City of Lincoln - Fund 540	\$100,000
Total Additional Funds	\$197,000

TOTAL PROJECT BUDGET **\$1,107,000**





Project Expenses and Encumbrances

Expenses	
Design Engineering (Verde Design)	\$97,666
Geotechnical Engineering (H&K)	\$4,952
Site Survey Mapping (Andregg)	\$7,580
Construction Inspection (Saliber)	\$21,280
Construction – Sierra Valley Construction, Inc	\$804,299
Construction Change Orders	\$57,200
Additional Site Improvements	\$76,514
Total Project Expenditures and Encumbrances	\$1,069,491

CITY MANAGER REVIEW OF CONTENT:

APPROVED AS TO LEGAL FORM:

ATTACHMENTS:

Attachment A: Notice of Completion for the McBean Park Baseball Field Renovation Project

Attachment B: Guarantee Letter and Warranty Bond



RESOLUTION 2017-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINCOLN
ACCEPTING THE MCBEAN PARK BASEBALL FIELD RENOVATION
PROJECT AS COMPLETE AND AUTHORIZING THE RECORDING OF THE
NOTICE OF COMPLETION**

WHEREAS, on May 10, 2016 the City of Lincoln entered into a contract with Sierra Valley Construction, Inc. for the McBean Park Baseball Field Renovation Project; and

WHEREAS, all work with the above contract was completed on December 16, 2016, in accordance with the plans and specifications; and

WHEREAS, City staff recommended to the City Council that said completed project be accepted and a Notice of Completion be filed by the City.

NOW, THEREFORE, BE IT RESOLVED, that construction on the above mentioned contract is hereby accepted as being complete in accordance with the plans and specifications. The City Clerk is directed to execute and record the Notice of Completion on said contract and project on behalf of the City of Lincoln.

PASSED AND ADOPTED this 24th day of January, 2017:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

Peter Gilbert, Mayor

ATTEST:

Gwendolyn Scanlon, City Clerk

ATTACHMENT A

RECORDING REQUEST BY:

City Clerk
City of Lincoln

WHEN RECORDED MAIL TO:

City Clerk
City of Lincoln
600 Sixth Street
Lincoln, California 95648

NOTICE OF COMPLETION

McBean Park Baseball Field Renovation Project
Owner: City of Lincoln
County of Placer
State of California

NOTICE IS HEREBY GIVEN that on the 21st day of December 2016, a Final Inspection on the McBean Park Baseball Field Renovation Project of the certain work described and awarded in contract to Sierra Valley Construction, Inc. and which was entered into on May 31, 2016, was performed, and all work was found to be in accordance with the specification of said work filed with the City Clerk and adopted by the City Council of said City.

That said work of the McBean Park Baseball Field Renovation Project was completed on December 16, 2016, and accepted by the City Council of the City of Lincoln on January 24, 2016.

That the name of the surety on the developer's bond for payment on said contract is Western Surety Company, a South Dakota corporation. The scope of work for this project consisted of new infield turf, outfield sod and perimeter fencing at McBean Park Baseball Field in the City of Lincoln, California, for the City of Lincoln.

CITY OF LINCOLN

BY: _____
Gwendolyn Scanlon, City Clerk

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date and Place

Signature



**SIERRA VALLEY
CONSTRUCTION, INC.**

3302 Swetzer Road, Suite E
Loomis, CA 95650
(O) 916-772-0800 (F) 916-772-0825
License #802027

Section 26.02. Form of Guarantee.

The guarantee required by this article shall provide as follows:

The Contractor hereby unconditionally guarantees that the work performed pursuant to McBean Stadium Baseball Field Renovation Project (Project Descriptions) has been done in accordance with the requirements of the contract therefore and further guarantees the work of the contract to be and remain free of defects in workmanship and materials for a period of one (1) year from the date of acceptance of the contract, unless a longer guarantee period is called for by the Contract Documents. The Contractor hereby agrees to repair or replace any and all work, together with any adjacent work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the contract or that may be defective in its workmanship or material within the guarantee period specified, without any expense whatsoever to the City of Lincoln, ordinary wear and tear and unusual abuse and neglect only expected. The Contractor has provided contract bonds which will remain in full force and effect during the guarantee period.

The Contractor further agrees that within ten (10) calendar days after being notified in writing by the City of Lincoln of any work not in accordance with the requirements of the contract or any defects in the work, he will commence and prosecute with due diligence all work necessary to fulfill the terms of this guarantee, and to complete the work within a reasonable period of time. In the event he fails to so comply, he does hereby authorize the City of Lincoln to proceed to have such work done at the Contractor's expense and he will pay the cost thereof upon demand. The City shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Contractor's refusal to pay the above costs.

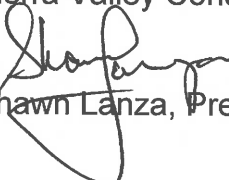
Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of the employees of the City of Lincoln, or its property or licensees, the City may undertake at the Contractors expense without prior notice, all work necessary to correct such hazardous condition when it was caused by the work of the Contractor not being in accordance with the requirements of this contract, or being defective, and to charge the same to the Contractor as specified in the preceding paragraph.

The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing the City of Lincoln's rights to

enforce all terms of the contract referenced hereinabove on the time for enforcement of. This guarantee is provided in addition to, and not in lieu of, the City of Lincoln's rights on such contract.

CONTRACTOR'S SIGNATURE .

Sierra Valley Construction, Inc.


Shawn Lanza, President

(Corporate Seal)



Travelers Casualty and Surety Company of America
Hartford, CT 06183

KNOWN ALL BY THESE PRESENTS: That we Sierra Valley Construction, Inc.,
as Principal, and Travelers Casualty and Surety Company of America, a corporation
organized and existing under the Laws of the State of Connecticut, as Surety, are held
and firmly bound unto City of Lincoln, as Obligee, in the
total sum of Eighty-Six Thousand One Hundred Forty-Nine and 80/100
U.S. Dollars (\$86,149.80) for the payment whereof said Principal and Surety bind
themselves, jointly and severally, as provided herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall maintain and remedy said Work free from defects in materials and workmanship for a period of one (1) year(s) commencing on September 7, 2016 (the "Maintenance Period"), then this obligation shall be void; otherwise it shall remain in full force and effect.

PROVIDED, HOWEVER, that any suit under this bond shall be commenced no later than one (1) year from the expiration date of the Maintenance Period; provided, however, that if this limitation is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law, and said period of limitation shall be deemed to have accrued and shall commence to run on the expiration date of the Maintenance Period.

Sierra Valley Construction, Inc.
(Principal)

Travelers Casualty and Surety Company of America

By: Karina Palmer, Attorney-in-Fact



POWER OF ATTORNEY

Farmington Casualty Company
 Fidelity and Guaranty Insurance Company
 Fidelity and Guaranty Insurance Underwriters, Inc.
 St. Paul Fire and Marine Insurance Company
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
 Travelers Casualty and Surety Company
 Travelers Casualty and Surety Company of America
 United States Fidelity and Guaranty Company

Attorney-In Fact No. 230132

Certificate No. 006732461

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Stephen D. Bender, Edward D. Johnson, Todd J. Sorensen, Julie A. Shiroma, and Karina Palmer

of the City of Roseville, State of California, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 29th day of March, 2016.

Farmington Casualty Company
 Fidelity and Guaranty Insurance Company
 Fidelity and Guaranty Insurance Underwriters, Inc.
 St. Paul Fire and Marine Insurance Company
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
 Travelers Casualty and Surety Company
 Travelers Casualty and Surety Company of America
 United States Fidelity and Guaranty Company



State of Connecticut
 City of Hartford ss.

By: Robert L. Raney
 Robert L. Raney, Senior Vice President

On this the 29th day of March, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
 My Commission expires the 30th day of June, 2016.



Marie C. Tetreault
 Marie C. Tetreault, Notary Public

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Placer

On December 29, 2016 before me, J. A. Shiroma, Notary Public, personally appeared
Date Here Insert Name and Title of the officer

Karina Palmer
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: *J. A. Shiroma*
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Maintenance Bond # 106473014 Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- ☐ Corporate Officer--Title(s): _____
☐ Partner- ☐ Limited ☐ General
☐ Individual ☐ Attorney in fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____

Signer's Name: _____

- ☐ Corporate Officer--Title(s): _____
☐ Partner- ☐ Limited ☐ General
☐ Individual ☐ Attorney in fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

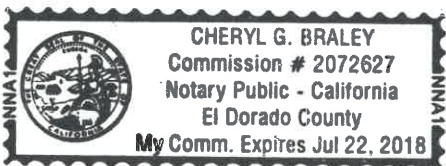
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
 County of Placer)
 On 12-30-16 before me, Cheryl G Braley, notary public,
 Date Here Insert Name and Title of the Officer
 personally appeared Shawn Lauza
 Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Cheryl G Braley
 Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____
 Document Date: _____ Number of Pages: _____
 Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer Is Representing: _____



10F

CITY COUNCIL REPORT

SUBJECT: Approval and adoption of the Recognized Obligation Payment Schedule for the Period July 1, 2017 through June 30, 2018

SUBMITTED BY: Anastasia Efstathiou, Accounting Manager

DEPARTMENT: Support Services

DATE: January 24, 2017

STRATEGIC RELEVANCE: N/A

STAFF RECOMMENDATION:

Staff recommends that the Successor Agency to the Dissolved Redevelopment Agency of the City of Lincoln adopt the attached resolution approving and adopting the Recognized Obligation Payment Schedule for the period July 1, 2017 through June 30, 2018 ("ROPS 17-18").

BACKGROUND/ANALYSIS:

Pursuant to Health and Safety Code Section 34172, added by ABX1 26, the Redevelopment Agency of the City of Lincoln was dissolved as of February 1, 2012. The City of Lincoln ("RDA Successor Agency") is the successor agency of the Agency. As a matter of law, on February 1, 2012 the net assets of the Dissolved Redevelopment Agency were automatically transferred to the RDA Successor Agency. The Oversight Board is responsible for approving the actions of the RDA Successor Agency pursuant to Health and Safety Code Section 34179.

One of the RDA Successor Agency's responsibilities pursuant to Health and Safety Code Section 34177 of the Dissolution Act, is to prepare a Recognized Obligation Payment Schedule ("ROPS") listing all of the minimum payment amounts and due dates of payments required by enforceable obligations, forward looking for each twelve-month fiscal period. Pursuant to Health and Safety Code section 34179.7 (o) (1), commencing with this ROPS covering the period July 1, 2017 through June 30, 2018 and thereafter, the Successor Agency shall submit an Oversight Board approved annual ROPS to Department of Finance and the County Auditor-Controller by February 1, 2017 and each February thereafter.

The attached ROPS was prepared by the RDA Successor Agency staff. Once approved by the RDA Successor Agency, the ROPS must then be approved by the Oversight



Board, and submitted to the Department of Finance. Once it is approved by the Department of Finance, the RDA Successor Agency may receive funds from the County Auditor-Controller to pay the existing debts and obligations provided in the ROPS.

CONCLUSION:

The RDA Successor Agency is required to adopt a ROPS for July 1, 2017 through June 30, 2018. The proposed ROPS complies with the requirements of the Dissolution Act and allows the RDA Successor Agency to meet its debt service and pass through obligations.

This ROPS must also be approved by the Oversight Board to the Successor Agency.

Staff recommends that the Successor Agency adopt a resolution approving and adopting the Recognized Obligation Payment Schedule for the period July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

This action supports the ABX1 26 provisions for “unwinding” the Redevelopment Agency of the City of Lincoln. Recognized Obligation Payment Schedules are required in order to ensure that revenues are allocated through future tax revenues to cover the future legally enforceable obligations.

CITY MANAGER REVIEW OF CONTENT:

APPROVED AS TO LEGAL FORM:

ATTACHMENTS:

- Successor Agency Resolution
- Successor Agency ROPS 17-18, July 1, 2017 through June 30, 2018
-



RESOLUTION NO. 2017-01S

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF LINCOLN, APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(I) FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018

WHEREAS, pursuant to Health and Safety Code Section 34173(d), the City of Lincoln ("RDA Successor Agency") is the successor agency to the dissolved Redevelopment Agency of the City of Lincoln ("Agency"); and

WHEREAS, Health and Safety Code Section 34177(m), added by AB 1484, and effective June 27, 2012, requires that the RDA Successor Agency submit an Oversight Board approved "recognized obligation payment schedule" ("ROPS") for each applicable period to the Department of Finance, the State Controller, and the county auditor-controller by a specified deadline; and

WHEREAS, the RDA Successor Agency has prepared a ROPS covering the period July 1, 2017 through June 30, 2018;

**NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE DISSOLVED
REDEVELOPMENT AGENCY OF THE CITY OF LINCOLN DOES HEREBY RESOLVE
AS FOLLOWS:**

SECTION 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. CEQA Compliance. The approval of the ROPS through this Resolution does not commit the RDA Successor Agency to any action that may have a significant effect on the environment. As a result, such action does not constitute a project subject to the requirements of the California Environmental Quality Act.

SECTION 3. Approval of the ROPS. The RDA Successor Agency hereby approves and adopts the ROPS, in substantially the form attached to this Resolution as Exhibit A, pursuant to Health and Safety Code Section 34177.

SECTION 4. Implementation. The RDA Successor Agency directs staff to submit copies of the approved ROPS to the Oversight Board for approval prior to the specified deadline.

SECTION 5. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The RDA Successor Agency declares that the RDA Successor Agency would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

SECTION 6. Certification. The City Clerk of the City of Lincoln, acting on behalf of the RDA Successor Agency as its Secretary, shall certify to the adoption of this Resolution.

SECTION 7. Effective Date. Pursuant to Health and Safety Code Section 34179(h), all actions taken by the Oversight Board may be reviewed by the State of California Department of Finance, and, therefore, this Resolution shall not be effective for five (5) business days, pending a request for review by the State of California Department of Finance.

PASSED, APPROVED AND ADOPTED this 24th day of January 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

Peter Gilbert, Chairman

ATTEST:

Successor Agency Secretary

EXHIBIT A

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
ROPS 17-18, July 1, 2017 through June 30, 2018

Recognized Obligation Payment Schedule (ROPS 17-18) - Summary

Filed for the July 1, 2017 through June 30, 2018 Period

Successor Agency:	Lincoln
County:	Placer

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)		17-18A Total (July - December)	17-18B Total (January - June)	ROPS 17-18 Total
A	Enforceable Obligations Funded as Follows (B+C+D):	\$ -	\$ -	\$ -
B	Bond Proceeds	-	-	-
C	Reserve Balance	-	-	-
D	Other Funds	-	-	-
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$ 1,304,984	\$ 521,094	\$ 1,826,078
F	RPTTF	1,274,984	491,094	1,766,078
G	Administrative RPTTF	30,000	30,000	60,000
H	Current Period Enforceable Obligations (A+E):	\$ 1,304,984	\$ 521,094	\$ 1,826,078

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name	Title
/s/	
Signature	Date

Lincoln Recognized Obligation Payment Schedule (ROPS 17-18) - ROPS Detail

July 1, 2017 through June 30, 2018

(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 17-18 Total	17-18A (July - December)					17-18A Total	17-18B (January - June)					17-18B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
1	LPFA Refunding Bond	Bonds Issued On or Before 12/31/10	3/15/2000	9/15/2017	US Bank	Refunding of 1999 & 1994 Bonds	Lincoln	\$ 16,028,862	N	\$ 1,826,073	\$ -	\$ -	\$ -	\$ 1,271,981	\$ 30,000	\$ 1,301,981	\$ -	\$ -	\$ -	\$ 491,094	\$ 30,000	\$ 521,094
2	LPFA TAB 2004A	Bonds Issued On or Before 12/31/10	10/6/2004	9/15/2026	US Bank	Bonds issued for Planned Redevelopment Activities/Projects	Lincoln	305,915	Y	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	LPFA TAB 2004B	Bonds Issued On or Before 12/31/10	10/6/2004	9/15/2033	US Bank	Bonds issued for Planned Redevelopment Activities/Projects	Lincoln	-	Y	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Lincoln Brand Feeds	Business Incentive Agreements	1/10/2010	9/15/2033	PCWA WCC	Downtown Economic Development	Lincoln	3,981,108	N	\$ 17,865	\$ -	\$ -	\$ -	17,865	\$ -	\$ 17,865	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	SERAF	SERAF/ERAF	6/20/2010	6/20/2016	City of Lincoln	SERAF Payment	Lincoln	460,110	N	\$ 460,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Infrastructure - 1993	City of Lincoln (Prior 06/26/11) 3rd party agency infrastructure	3/12/1993	9/30/2016	City of Lincoln	Infrastructure Project	Lincoln	367,054	N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Administrative Costs	Admin Costs	6/12/2012	9/15/2033	City of Lincoln	Costs to administer dissolution of RDA	Lincoln	1,080,000	N	\$ 60,000	\$ -	\$ -	\$ -	\$ -	30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	30,000	\$ 60,000
8	Bond Reserve	Reserves	1/1/2016	6/30/2017	US Bank	Reserve for fall 2017 debt service	Lincoln	-	Y	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	2016 Tax Allocation Bonds A/B	Bonds Issued After 12/31/10	12/15/2016	9/15/2033	US Bank	Refunding of 2004 A and B Bonds	Lincoln	9,904,299	N	\$ 982,188	\$ -	\$ -	\$ -	491,094	\$ -	\$ 491,094	\$ -	\$ -	\$ -	491,094	\$ -	\$ 982,188
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Lincoln Recognized Obligation Payment Schedule (ROPS 17-18) - Report of Cash Balances
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, [see Cash Balance Tips Sheet](#).

A	B	C	D	E	F	G	H	I
	Cash Balance Information by ROPS Period	Fund Sources						Comments
		Bond Proceeds		Reserve Balance		Other	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
ROPS 15-16B Actuals (01/01/16 - 06/30/16)								
1	Beginning Available Cash Balance (Actual 01/01/16)						49,477	Adjusted to actual cash balance per ledgers
2	Revenue/Income (Actual 06/30/16) RPTTF amounts should tie to the ROPS 15-16B distribution from the County Auditor-Controller during January 2016					86,763	1,024,087	
3	Expenditures for ROPS 15-16B Enforceable Obligations (Actual 06/30/16)						272,895	
4	Retention of Available Cash Balance (Actual 06/30/16) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						775,000	
5	ROPS 15-16B RPTTF Balances Remaining	No entry required						
6	Ending Actual Available Cash Balance C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$ -	\$ -	\$ -	\$ -	\$ 86,763	\$ 25,669	